DOCUMENT RESUME

ED 281 544 IR 051 887

TITLE	On-Line Bibliographic Search Services. SPEC Kit 62.
INSTITUTION	Association of Research Libraries, Washington, D.C. Office of Management Studies.
PUB DATE	Mar 80
NOTE	133p.
AVAILABLE FROM	Association of Research Libraries, Office of Management Studies, 1527 New Hampshire Avenue, NW, Washington, DC 20036.
PUB TYPE	Collected Works - General (020) -- Guides - General (050) -- Tests/Evaluation Instruments (160)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Academic Libraries; Foreign Countries; Higher Education; Library Expenditures; Library Surveys; *Online Searching; *Online Systems; Policy; Records (Forms); Reference Services; *Research Libraries; *Training; Use Studies
IDENTIFIERS	Association of Research Libraries; Canada; *User Guides

ABSTRACT

This Systems and Procedures Exchange Center (SPEC) kit examines the current state of online services based upon the experiences of a select number of Association of Research Libraries (ARL) member libraries in the United States and Canada. Many of the kit documents were obtained during a survey of eight private institutions conducted for Duke University in 1980. Informal survey results are summarized, and completed survey forms are included for each of the eight libraries. Contents also include: (1) reports on online search service activities and costs from Yale University, the University of British Columbia, Stanford University, Princeton University, the University of Pennsylvania, and Vanderbilt University; and (2) user and training manuals from Stanford University, the University of Pennsylvania, Texas A&M University, Cornell University, the National Library of Medicine, and Emory University. A concise summary considers the issues of centralization versus decentralization, staff training, user education and orientation, user fees, and the future possibilities of improved search service through simplification of system protocol. The implications of increased reliance on online abstracting and indexing services are also considered. (KM)

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On-Line Bibliographic Search Services

Kit 62

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which briefly describe the service, explain how it is used, and quote price information usually are available. Many libraries report that the most effective promotional devices have been demonstrations of searching and word of mouth by satisfied users. Concurrently, there is emphasis at many libraries in making all public service staff aware of the service and of their responsibility to refer users to it, when applicable.

COSTS AND FEES. The basic issue of fees to users has created some strong philosophical differences within the library profession, but most libraries have taken what they view as a pragmatic stand: Without user fees they could not offer the service to the number of users who are able and willing to pay for them. In any case, virtually all libraries subsidize the service to some degree. In probably the most typical approach, the library provides the equipment and the staff to do the machine search with the user paying the direct charges from the vendor -- that is, the on-line connect charge and printing charges. At least one library charges for staff time in addition to vendor costs. And other libraries charge a flat fee for all searches and subsidize the difference.

In many libraries -- particularly private institutions -- non-university users are charged a premium over and above charges to university users and in at least one instance, outside users account for 30 percent of the service activity. There are also libraries that have worked with academic departments in setting up funds to support students' searches, and in some instances academic departments have done this independently.

NEEDS AND TRENDS. Computer-based searching has become an integral part of many libraries' service programs. If recent trends are an indication, use will continue to grow, especially among graduate students and faculty. This continued growth could lead to an increased commitment of staff to serve as searchers. Ironically, many libraries may need to consider means of keeping demand within the limits of their capacity to supply service.

A development which could serve to improve search service while reducing the costs to libraries would be the simplification of the search systems' protocols. The variety of accession procedures for the major vendor systems plus the variety of data bases has produced a service too complicated for most library patrons to use directly. Research to develop a means of using a common set of protocols to search multiple data bases has been progressing, and success could lead to more direct user searching and less reliance on library staff to work at the terminals. A long-term possiblility is that libraries will be able to reduce their commitment to printed abstracting and indexing services as more users are able to rely on their on-line equivalents. Smaller libraries in particular may be able to enhance their bibliographic resources without purchasing expensive print services. However, economic concerns of abstract and index service publishers need to be resolved.

Although libraries and vendors point out that the direct costs of computer search service have decreased over the past five-ten years, it is becoming apparent that the costs of staff time and training, user orientation, and the administration of the service are in many cases increasing, even though they may be allocated to other areas. Continued examination of the user fee issue at the local level, in terms of determining actual costs, user expectations, and library service philosophies, and the development of general guidelines based on the findings of many institutions would be of benefit to university libraries as they continue to serve as primary intermediaries in providing expanding search service to their users.

The Kit on On-Line Bibliographic Search Services (No. 62, March 1980, 107 pages) includes informal SPEC survey results, eight reports on activities and costs, six examples of user and training materials. It is is available for $7.50 to ARL members and SPEC subscribers and for $15.00 to all others, prepayment required, from: SPEC, Office of Management Studies, 1527 New Hampshire Avenue, N.W., Washington, D.C. 20036.

spec flyer
March 1980, No.62
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Systems and Procedures Exchange Center
ISSN 0160 3574

ON-LINE BIBLIOGRAPHIC SEARCH SERVICES

Since academic libraries began offering on-line bibliographic search services in the early 1970s, computerized retrieval of information has increased rapidly, in terms of the number of users requesting the service and the number of available data bases. During a period of less than ten years, administrative concerns have changed from how to introduce new technology and searching capabilities to staff and users, to more long-range issues involving the management, organization, and staffing of the service and the allocation and justification of costs and fees. Current pressures to examine searching services are coming from increasingly sophisticated users who tend to depend upon computer searching as an integral part of their library research, from the proliferation of specialized data bases that require and continually-learning search staff, and from the need to integrate the financial management of the service into the library's overall operational budget.

While an earlier SPEC Kit on Bibliographic Access (#26, April 1976) considers data base searching as one of a number of planned or new services in ARL libraries, this kit examines the current state of on-line services based upon the experiences of a select number of ARL members. Many of the Kit documents were obtained during a survey of eight private institutions conducted for Duke University in early 1980.

ORGANIZATION AND STAFFING. One key issue in the operation of a search service is that of centralization vs. decentralization. Some libraries have found that a centralized service offers economies in equipment and staff training. Others have found that decentralized services are important in large library systems where many users are accustomed to relying primarily on branch or departmental libraries. In general, most libraries view searching as an extention of traditional reference services and offer it in a single location, adding further service points as demand increases. Similarly, libraries have tended to involve more staff in on-line searching as demand has increased. This has allowed individual staff to specialize in particular subject areas, building on their areas of expertise while developing competence in searching a number of related data bases.

Staff training, usually conducted by search service vendors, has had to include training in the use of overall system(s) plus the idiosyncracies of specific data bases. Occasionally, libraries focus their attention on only the major data bases, but this has become less viable with the continual proliferation of specialized, research-oriented data bases. The difficulty of developing skills in searching the wide range of data bases and maintaining those skills for little-used data bases continues to be a challenge. At the same time, libraries are becoming more aware of the high, often hidden, costs of printed tools and staff education programs.

USER EDUCATION AND ORIENTATION. As users become more accustomed to an on-line search service, some academic libraries have adopted a less active promotion approach in recent years, particularly in institutions where demand has pressured the library staffs' ability to provide searches. However, most libraries do acquaint new users with the service as part of library orientation, and there is some movement toward targeting user education and promotional materials to those disciplines or departments that make the most use of data bases. Although changes in pricing structures and the addition of new data bases sometimes make it difficult for libraries to maintain up-to-date printed materials, brochures and flyers

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ISSN 0160-3582

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KIT # 62 MARCH 1980
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INFORMAL SPEC SURVEY RESULTS

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December 1979

RESULTS OF TELEPHONE SURVEY ON DATA BASE SERVICES AT EIGHT INSTITUTIONS

The following pages reflect responses to an informal phone survey of private institutions regarding charges and uses of their library's data base sevices. The survey was made by the OMS's Systems and Procedures Exchange Center at the request of Duke University Library which is conducting planning in this area.

Based on the responses of the eight libraries:

All but one use three or more data base services.

All charge for searches, and the charges usually reflect direct costs for connect time and print-outs.

The libraries usually absorb costs for personnel, equipment, and other indirect costs, and this is tending to become a line item in their budgets.

Two libraries offer subsidies to university users, other than picking up indirect costs.

Two libraries don't serve non-university users, while one library finds 30% of its searches are for non-university users. Three libraries have established separate pricing structures for non-university users.

Use is heaviest for graduate students and usually very light for undergraduates, with faculty falling somewhere in between. Use is increasing at most of the libraries, sometimes dramatically.

Libraries are tending to offer searches in more than one location.

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ON-DEMAND SURVEY FOR DUKE UNIVERSITY LIBRARIES

TELEPHONE SURVEY OF EIGHT PRIVATE INSTITUTIONS
ON
DATA-BASE SERVICES: USE AND CHARGES

Name of Institution CORNELL

Name and Phone Number of Contact Person: Neil MacElroy Phone # 607/256-4144

1. Which data-bases do you subscribe to?

X Lockheed:

X SDC

__Other: BRS *

Popular data bases
include Psych Abstracts,
ERIC, Index Medicus,
Natl. Agric. Lib.

NOTES:

Cornell has 4 units that search.
social science/business
life sciences
engineering
industrial relations

* BRS is used most.

2. Do you charge for the service?

* Yes. If yes: How much? $___ per ___ See below

Who is charged? * everyone

By minute connect time, and printing
- __ faculty
- __ graduate students
- __ undergraduates

Minimal
- __ non-university users *
- __ Other: ___

NOTES: * Cornell doesn't advertise service to non-university

3. Is the service subsidized? The endowed units subsidize it heavily. The statutory units do not.

YES		
Totally	Partially (Indicate %)	
—	—	__ for faculty
—	—	__ for graduate work
—	—	__ for certain types of research
—	—	Other: ___

__ Not subsidized at all

NOTES:

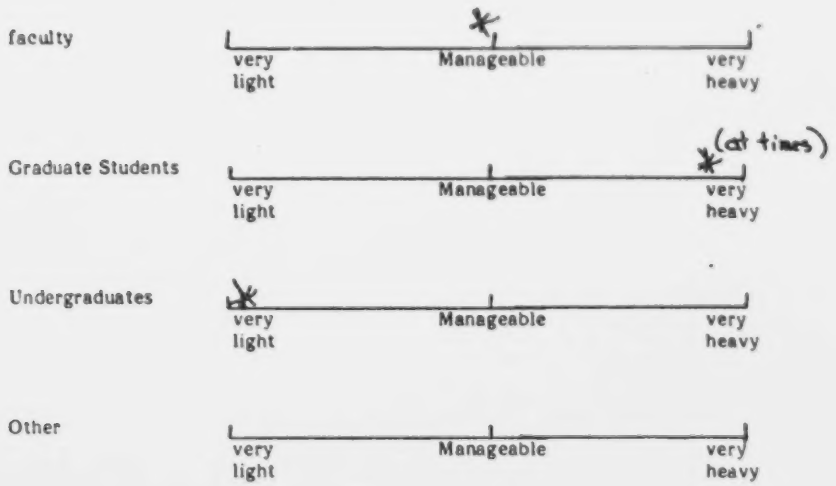
4. If service is subsidized, where does funding come from?

*__ university—where For endowed, from grant that runs out in 1980. Then library will pick up costs.

___ outside university—where

___ Other

5. Indicate extent of use of service by:



6. Will you send documents?

*__ Yes

___ No

rules/regulations
descriptions of services
costs-policies
funding/subsidies
policy statements

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TELEPHONE SURVEY OF EIGHT PRIVATE INSTITUTIONS
ON
DATA-BASE SERVICES: USE AND CHARGES

Name of Institution: EMORY

Name and Phone Number of Contact Person: Nancy Books Phone # 404/329-6875

1. Which data-bases do you subscribe to?

X Lockheed:

X SDC

__ Other: BRS

Popular data bases:
ABI, INFOAM, ERIC, Chem & Biol. Abstracts
management

NOTES:

2. Do you charge for the service?

* Yes. If yes: How much? $____ per _____

Who is charged? * everyone

$5/first 15 minutes
after that, full direct charge cost. (not personnel)
__ faculty
__ graduate students
__ undergraduates
__ non-university users
__ Other: _____

150% of exact full direct costs (but not personnel)

_____

_____

NOTES:

3. Is the service subsidized? an average social science search runs $18 or so.

* YES

Totally	Partially (Indicate %)
—	—
—	—
—	—
—	—

* for faculty

X for graduate work

__ for certain types of research

Other: (if charged to an account, then charged full cost.)

__ Not subsidized at all

NOTES:

004

4. If service is subsidized, where does funding come from?

___university—where library- full line item this year for first time

___outside university—where

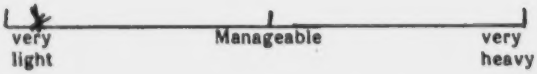
___Other

5. Indicate extent of use of service by:

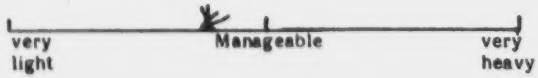
September 79

226 searches
75 graduate
43 faculty
10 undergraduate

faculty

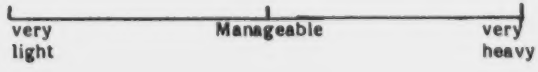


Graduate Students



Undergraduates

Other



6. Will you send documents?

✱ Yes

___ No

rules/regulations
descriptions of services
costs-policies
funding/subsidies
policy statements

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TELEPHONE SURVEY OF EIGHT PRIVATE INSTITUTIONS
ON
DATA-BASE SERVICES: USE AND CHARGES

Name of Institution M.I.T.

Name and Phone Number of Contact Person: Mary Pensyl Phone # 617/253-7746

1. Which data-bases do you subscribe to?

X Lockheed: *

X SDC

__ Other: BRS

Popular data bases include Natl. Lib. Medicine, Intn'l Bank, Dept. Energy, Dow Jones, TechnoTec

NOTES:

* Most heavily used - Lockheed, Medlars

2. Do you charge for the service?

X Yes. If yes: How much? $54 per hour recovery cost

Who is charged? * everyone

__ faculty
__ graduate students
__ undergraduates
__ non-university users
__ Other: _____

$25/appointment ← $ direct charges to recover costs

NOTES:

3. Is the service subsidized?

YES *		
Totally	Partially (Indicate %)	
—	—	__ for faculty
—	—	__ for graduate work
—	—	__ for certain types of research
—	—	Other: _____

Staff time, equipment, etc

__ Not subsidized at all

NOTES:

960

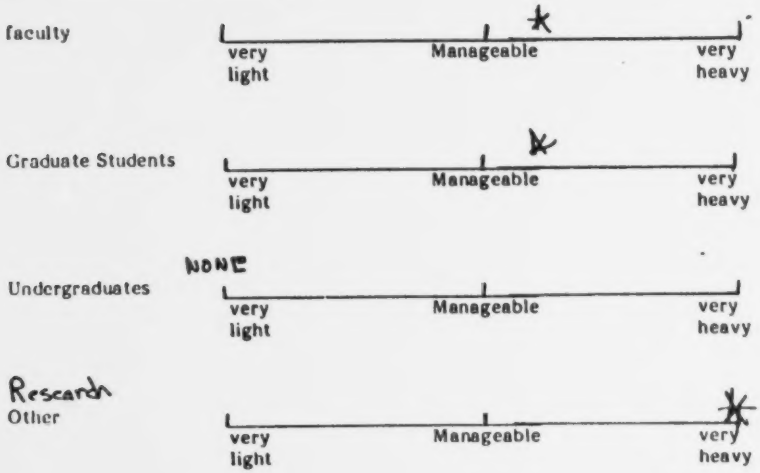
4. If service is subsidized, where does funding come from?

   ___university—where library

   ___outside university—where

   ___Other

5. Indicate extent of use of service by: About 30% of the service's users are from off campus.



6. Will you send documents?

   *___Yes

   ___No

rules/regulations
descriptions of services
costs-policies
funding/subsidies
policy statements

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TELEPHONE SURVEY OF EIGHT PRIVATE INSTITUTIONS
ON
DATA-BASE SERVICES: USE AND CHARGES

Name of Institution PRINCETON

Name and Phone Number of Contact Person: Glen Odell Phone # 609 452-3222

1. Which data-bases do you subscribe to?

X Lockheed:

X SDC

__ Other: BRS
Popular data bases
Include Chem Abstracts,
INSPEC, Psych Abstracts,
NTIS, BIOSIS

NOTES:

2. Do you charge for the service?

X Yes. If yes: How much? $ ____ per ____ See below

Who is charged? __ everyone

Actual direct costs MINUS $5.00 $25/search
- __ faculty
- __ graduate students
- __ undergraduates*
- __ non-university users
- __ Other: ____

* Some departments subsidize undergraduates' use.

NOTES:

3. Is the service subsidized?

YES Totally	YES Partially (Indicate %)	
—	—	$5.00 __ for faculty
—	—	__ for graduate work
—	—	__ for certain types of research
—	—	Other: ____

__ Not subsidized at all

NOTES:

008

4. If service is subsidized, where does funding come from?

* university—where budget line item

___outside university—where

___Other

5. Indicate extent of use of service by: heaviest in sciences (1500/yr)
lighter in humanities

heaviest use

faculty

very light — Manageable — very heavy

Graduate Students

very light — Manageable — very heavy

Undergraduates

very light — Manageable — very heavy

Other

very light — Manageable — very heavy

6. Will you send documents?

* Yes

___ No

rules/regulations
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TELEPHONE SURVEY OF EIGHT PRIVATE INSTITUTIONS ON DATA-BASE SERVICES: USE AND CHARGES

Name of Institution: STANFORD

Name and Phone Number of Contact Person: David McDonald Phone #415/497-0347

1. Which data-bases do you subscribe to?

* Lockheed:

__ SDC - being added

__ Other: BRS - being added

Popular data bases in social sciences include ERIC, Psych Abstracts, Dissertation Abstracts, etc.

NOTES:

Stanford is searching on-line in 12 dispursed locations.

2. Do you charge for the service?

* Yes. If yes: How much? $____ per ____ direct costs for connect time/print

Who is charged? * everyone
__ faculty *
__ graduate students
__ undergraduates
Not Served non-university users
__ Other: ____

NOTES: * faculty are "not hassled" about overdue bills

3. Is the service subsidized? For salaries, equipment, supplies.

YES		
Totally	Partially (Indicate %)	
—	—	__ for faculty
—	—	__ for graduate work
—	—	__ for certain types of research
—	—	Other: ____

__ Not subsidized at all

NOTES:

010

4. If service is subsidized, where does funding come from?

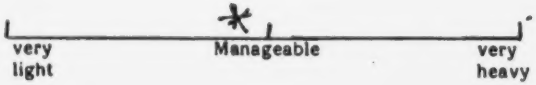
*university—where line item on library budget

___outside university—where

___Other

5. Indicate extent of use of service by:

faculty



Graduate Students

Undergraduates

Other (research)

6. Will you send documents?

*Yes

___No

rules/regulations
descriptions of services
costs-policies
funding/subsidies
policy statements

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TELEPHONE SURVEY OF EIGHT PRIVATE INSTITUTIONS
ON
DATA-BASE SERVICES: USE AND CHARGES

Name of Institution VANDERBILT

Name and Phone Number of Contact Person: Keith Cottam Phone #615/322-2837

1. Which data-bases do you subscribe to?

X Lockheed:

__SDC

__Other: BRS

- See their documents

NOTES: They have search service in: management
education
medical.

Are trying to integrate & set policies.

2. Do you charge for the service?

* Yes. If yes: How much? $____ per _____

Who is charged? * everyone
__faculty
__graduate students
__undergraduates
__non-university users
__Other: _____

See their documents.

NOTES:

3. Is the service subsidized?

YES	
Totally	Partially (Indicate %)
—	—
—	—
—	—
—	—

__for faculty
__for graduate work
__for certain types of research
Other: _____

* Not subsidized at all

NOTES:

012

4. If service is subsidized, where does funding come from?

___ university—where

___ outside university—where

___ Other

5. Indicate extent of use of service by: medical is heavy across the board. management is a new service education is "manageable"

faculty

very light — Manageable — very heavy

Graduate Students

very light — Manageable — very heavy

Undergraduates

very light — Manageable — very heavy

Other

very light — Manageable — very heavy

6. Will you send documents?

✱ Yes

___ No

rules/regulations
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TELEPHONE SURVEY OF EIGHT PRIVATE INSTITUTIONS
ON
DATA-BASE SERVICES: USE AND CHARGES

Name of Institution: YALE - MEDICAL LIBRARY

Name and Phone Number of Contact Person: Sarah Madison Phone # 203 436-4784

1. Which data-bases do you subscribe to?

X Lockheed:

__ SDC

__ Other: BRS - most heavily used
Popular data bases:
Medline, NTIS CAIN,
Bid. Abstracts, Chem Abstracts.

NOTES:

2. Do you charge for the service? See Below

* Yes. If yes: How much? $____ per _____

Who is charged? * everyone
__ faculty
__ graduate students
__ undergraduates
__ non-university users
__ Other: _____

All charged the same:
Medline - $7.00/search
NON-Medline - Direct Costs

NOTES:

3. Is the service subsidized?

YES	
Totally	Partially (Indicate %)
—	—
—	—
—	—
—	—

__ for faculty
__ for graduate work
__ for certain types of resea
Other: _____

X Not subsidized at all

NOTES:

011

4. If service is subsidized, where does funding come from?

___university—where

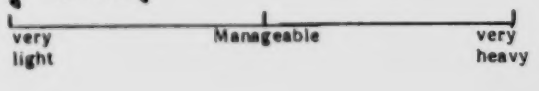
___outside university—where

___Other

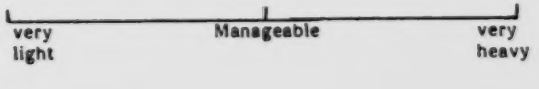
5. Indicate extent of use of service by:

faculty

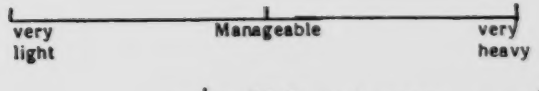
Graduate Students — increasing currently



Undergraduates



Other



6. Will you send documents?

___Yes

✱ No

- In 1978, did 4800 searches.
- Have increased # of searches three times since 1976.

rules/regulations
descriptions of services
costs-policies
funding/subsidies
policy statements

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ON
DATA-BASE SERVICES: USE AND CHARGES

Name of Institution YALE (KLINE SCIENCE)

Name and Phone Number of Contact Person: DICK DIONNE Phone # 203 436-3710

1. Which data-bases do you subscribe to?

X Lockheed:

X SDC

__ Other: BRS

Popular data bases include Biol. Abstracts, Medline, Chem Abstracts, INSPEC, NTIS

NOTES:

2. Do you charge for the service?

X Yes. If yes: How much? $ See Below per _____

Who is charged? X everyone

Direct Costs only.

__ faculty
__ graduate students
__ undergraduates
__ non-university users
__ Other: _____

All above costs plus $15/hour for personnel time

NOTES:

3. Is the service subsidized? For equipment, personnel, phone line,

YES		
Totally	Partially (Indicate %)	
—	—	__ for faculty
—	—	__ for graduate work
—	—	__ for certain types of research
—	—	Other: _____

__ Not subsidized at all

NOTES:

016

4. If service is subsidized, where does funding come from?

   X university—where (photocopy machines)

   ___outside university—where

   ___Other

5. Indicate extent of use of service by: Absolute figures are light now, but they are increasing at a steady rate.

   faculty — X — very light — Manageable — very heavy

   Graduate Students — X — very light — Manageable — very heavy

   Undergraduates — X — very light — Manageable — very heavy

   Other — very light — Manageable — very heavy

6. Will you send documents?

   ___Yes

   ___No

rules/regulations
descriptions of services
costs-policies
funding/subsidies
policy statements

210

OMS

OFFICE OF MANAGEMENT STUDIES

ASSOCIATION OF RESEARCH LIBRARIES 1527 New Hampshire Avenue, N.W., Washington, D.C. 20036 • (202) 232-8656

December 1979

ON-DEMAND SURVEY FOR DUKE UNIVERSITY LIBRARIES

TELEPHONE SURVEY OF EIGHT PRIVATE INSTITUTIONS
ON
DATA-BASE SERVICES: USE AND CHARGES

Name of Institution: UNIV. OF PENNSYLVANIA

Name and Phone Number of Contact Person: JEAN HALEY Phone # 215/243-8118

1. Which data-bases do you subscribe to?

X Lockheed:

X SDC

__ Other: BRS

NOTES:

2. Do you charge for the service?

* Yes. If yes: How much? $ See Below per _____

Who is charged? * everyone
__ faculty
__ graduate students
__ undergraduates
__ non-university users
__ Other: _____

Direct Cost- Penn Users
Cost + $10 - Non-Ans Educational Users
Cost + $30 - Commercial Users

NOTES:

3. Is the service subsidized? Only for staff time, equipment

YES		
Totally	Partially (Indicate %)	
—	—	__ for faculty
—	—	__ for graduate work
—	—	__ for certain types of research
—	—	Other: _____

__ Not subsidized at all

NOTES:

016

4. If service is subsidized, where does funding come from?

   * university—where - library staff, equipment

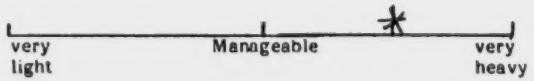
   ___ outside university—where

   ___ Other

5. Indicate extent of use of service by: 60-70 searches/month

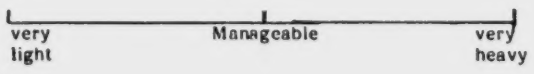
faculty

Graduate Students



Undergraduates

Other



6. Will you send documents?

   * Yes

   ___ No

rules/regulations
descriptions of services
costs-policies
funding/subsidies
policy statements

CIRC

REPORTS ON ACTIVITIES AND COSTS

KLINE SCIENCE LIBRARY
Yale University

Kline Biology Tower, C-8
New Haven, Connecticut 06520

ON-LINE LITERATURE SEARCHING SERVICE

SETTING

Two libraries within the Yale University Library provide on-line literature searches--the Kline Science Library and the Medical Library. Both libraries have experienced staff and terminals. While the searching staff of each library will attempt searches in any subject or on any base, most of the clientele comes from the science and medical communities.

BACKGROUND

The Kline Science Library service was established in 1974. The staff had previously performed manual searches for patrons and to a greatly limited degree will still undertake manual searches. Three staff members perform on-line searches. Each has library training and extensive subject background or experience. One searcher works 20 hours a week and spends most time searching, while the remaining searchers are full-time staff whose primary responsibilities are selection and reference.

EQUIPMENT

Searching is done on a Hazeltine 2000 cathode ray tube terminal with a thermal printer. The library purchased the equipment in 1974 using proceeds from an active photocopy service. The cost of the monthly maintenance contract for the equipment has also tended to come from photocopy proceeds.

VENDORS

The Kline Science Library has contracts with three major vendors--BRS, Inc., Lockheed, and System Development Corporation. The searchers usually select BRS because of the availability of heavily used data bases at favorable rates. The Yale University Library has a single contract with BRS, Inc. Because of heavy use of MEDLINE by the Medical Library, the cost of BRS services to all Yale users is attractive. Before Yale became a BRS subscriber, the Kline Science Library used the Lockheed Dialog system almost exclusively. We used the SDC Orbit system infrequently.

CHARGES

The library charges the patron all identifiable costs of a search. The costs may include all of the following:

--Computer time (the on-line aspect of searching).
--Royalties (based on on-line time or citations printed).
--Off-line print charges.
--Communication costs (e.g., Telenet, Tymeshare, direct dial).
--Handling and mailing costs from the vendor.

We charge all Yale patrons the full cost of the search. Because costs in the past were often relatively high, patrons during the first years of on-line searching tended to have access to research-related funding. With the beginning of the BRS subscription in June 1978, costs declined considerably and we have noted an increase in requests by students paying for searches with their own money. With the considerable exceptions of personnel and hardware the Kline Science Library has not provided a subsidized service to its clientele.

The Kline Science Library staff also perform searches for non-Yale clientele. We charge for all of the costs passed on to Yale patrons; in addition, we add a personnel service charge at the rate of $15 an hour, calculated in minimum increments of 20 minutes or $5. In calculating the personnel cost, we include time spent preparing the search and analyzing search results as well as time spent at the terminal.

PUBLICITY

We have relied on word-of-mouth as our primary means of advertising search services. A mailing of descriptive information to all science faculty in 1977 appeared to yield minimal results. Yet at an institution which emphasizes research the people who may benefit the most from literature searches are the research staff--a large and diverse group. As a means of including the research staff and students in our publicity, we have used a large and prominent bulletin board in the library. Typically, we will mount a display each academic term.

RECORDS

The Kline Science Library uses a form designed in the library to record information supplied by the patron during the initial interview. We also maintain a log to enter information for each search as it is performed. The form and the log are typical of the examples which have been described in the literature.

STATISTICS

With 1976/77 as a starting point the following statistics of minutes of on-line use show the gradual increase of literature searching.

year	minutes	hours	% increase
1976/77	1,175	19.6	
1977/78	1,863	31	59%
1978/79	3,315	55.3	78%
1979/80 ytd	1,827	30.5	

For 1979/80 ytd (July 1 through November 30) the 1, 827 minutes represent 111 primary queries. Their distribution by academic departments and by non-Yale requestors follows:

# of departments	# of searches performed	# of non-Yale patrons	# of searches performed
1	18	1	13
1	15	1	12
1	11	1	5
1	8	1	4
1	7	1	3
1	3	2	1
3	2		
4	1		
	72		39

The average of each query for 1979/80 is 11.05 minutes. Within each query more than one data base may have been consulted. To show the nature of the distribution among data bases (or files), the accompanying table has been taken from the 1978/79 Library Annual Report. A further breakdown by individual data bases has not been done recently. However, it was an analysis done early in 1978 of use of bases on the Lockheed and SDC files which provided the information that the BRS files would meet most of KSL's needs.

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Table 4

LITERATURE SEARCHING

MANUAL SEARCHES

Bibliographic vitae	7
Searches (manual only)	11
Proofreading and/or editing	6
total	24

COMPUTER SEARCHES

system	number of primary searches	number of searches on 2 files	number of searches on 3+ files	number of computer entries
BRS	177	67	32	276
Lockheed	9	6	7	22
SDC	-	-	-	-
total	186	73	39	298

Computer use = 3,315 minutes or 11 minutes per search.

022

University of British Columbia Library
Policies and Procedures
R Reference Services
Directive #2
Issued by: Administration
Effective Date: May 17, 1977

COMPUTER-ASSISTED BIBLIOGRAPHIC SEARCHES

Charges *to off-campus users, and for those searches that are not related to UBC research; in both cases the total cost of the transaction will be paid by the user and calculated as follows:*

UBC staff time up to one hour (including initial interview)	*$10.00*
Additional UBC staff time (charged in half hour increments)	*$20.00 per hour*
Cost of computer connect time, communication costs, royalties, and cost of off-line prints (dependent on data base and carrier charges)	*As charged to UBC by supplier*
UBC equipment costs	*$ 2.00 per hour*

Related Items: Computer-Assisted Bibliographic Searches
Bibliographic Search Request
Computer Search

BEST COPY AVAILABLE

Stantord University

1 February 1979

cc: [illegible]

TO. Dale Canelas

FROM: Douglas Ferguson

SUBJECT: Computer Reference Service--Status January 1979

A. Activity Statistics

Search activity in the branches began this fall so there is not yet enough information to draw any firm conclusions about users or volume of activity. The following statements are based on numbers from General Reference and the limited branch data.

1. The number of users is increasing overall by about 15-20% a year.

2. The volume of activity for the current year is ahead of any previous year.

3. There is a decrease in volume in Reference and a corresponding increase in volume in the branches because patrons are now going to their branch libraries for service.

4. Graduate students represent about 2/3 of the client population but this may vary in some branches where faculty are particularly database oriented.

5. A sampling of payment records show that almost all students pay from personal funds and almost all faculty pay from research or department funds.

6.Patrons from medicine and business have decreased as those Coordinate libraries have offered a more active program of service involving social science databases.

An increased volume of activity is due to more service sites, more relevant databases, increased awareness by users, and communication activities by librarians. There is every indication that requests for service will continue to increase.

B. Staff Time

It takes on the average an hour and thirty minutes to handle a search from the initial inquiry to delivering the printout. For the new librarian this may be as much as a half hour longer and for experienced librarians some searches can be done in less than an hour. In addition a searcher needs about a half day a month for on-the-job training and off-the-job database or search seminars. Another half day is devoted to meetings and contacts necessary to support the service. Each search generates accounting and record keeping in other areas of the library As search volume increases some units will have to consider allocating some activities such as appointments, payment processing, printout distribution and

preliminary screening to support staff. These procedures should be set up only when volume warrants it and when designated searchers have a good feeling for all aspects of handling a search so they can decide what can be delegated without affecting the quality of the patron-librarian interaction.

C. Staff Training

Computer Reference Service using the DIALOG database service has been offered in the General Reference Department since 1975 and in Biology Chemistry, Education, Engineering and Physics Branch Libraries from the beginning of the 1978-79 academic year. Fifteen librarians in these service units plus Meyer Library and Government Documents have taken introductory DIALOG training. Eight librarians are active searchers and in Reference one new librarian and one library specialist are scheduled for training. All active searchers have also taken advanced DIALOG training.

Continued training is essential to maintain the quality of service and ultimately all public service librarians should have at least introductory training whether or not they become searchers.

D. Terminals

Physics is the only library that has no terminal. Chemistry, Education and Reference have portable printing terminals. Biology and Engineering have H-P CRT's without printers.

A printing terminal is essential for about 80% of searches. It is essential for reviewing search strategy and results at the terminal with the patron, for record keeping and for diagnosis and improvement. An H-P terminal and printer is not essential for database service but a terminal with printing speed as fast as the H-P and with a combination CRT and print capability is desireable in the next three years at most sites. The terminal situation is complex and needs to be systematically reviewed from the point of view of all library uses.

D. Communication Activities

A general CRS brochure came off the press in late January. Index signs and service signs have been made available to every service unit.

A database brochure for Social Sciences and Humanities databases has been produced. Presentations have been made to four courses this Fall that involved information about the Computer Reference Service. Reference will be reviewing index and other signs in the Reference Room and distributing signs and brochures to the departments served by General Referenc

Cubberley has produced its own general brochure, has conducted online presentations to at least four classes and has sent the brochure and a memo to all faculty in the school of Education. A presentation was made to visiting Chinese scientists in the Engineering libarary and a database presentation is being planned

for February in conjunction with CLASS Data-Courier seminar on campus. Chemistry is planning to include information about the Computer Reference Service in its Fall presentations to graduate students.

F. Next Steps

To establish the service in Physics a terminal is needed and to establish the service in Biology a full-time librarian is needed. The service is established in Chemistry, Education, Engineering and Reference and now it needs to be made known to potential users. This is time consuming but there is no other way to justify the library's investment in training, terminals and staff time.

As search volume increases searchers will have to join together to explore ways of controlling time and improving the quality of searching. This a main purpose of regular searcher meetings. As search volume increases the importance of record keeping will increase, because whether we like it or not, Computer Reference Service must be justified in relation to other expenditures of staff time and money.

There is little doubt that the extending reference collection in the form of database service will be essential to all research libraries within five years. This will result in a more systematic knowledge of reference sources both printed and online, in better patron-librarian interaction and in greater involvement by the library and the librarian in research and instruction. The only question is--are we ready to face what that involvement means?

Table 1: ACTIVITY AND USER STATUS, GENERAL REFERENCE

Status	1976-1977 Total	1976-1977 Percent	1977-1978 Total	1977-1978 Percent	1978-Jan.1979 Total	1978-Jan.1979 Percent
Faculty	43	25%	57	27%	12	23%
Graduate Students	100	59%	142	67%	40	75%
Staff	27	16%	14	6%	1	2%
	170	100%	213	100%	53	100%

Table 2: USER DISCIPLINE, GENERAL REFERENCE

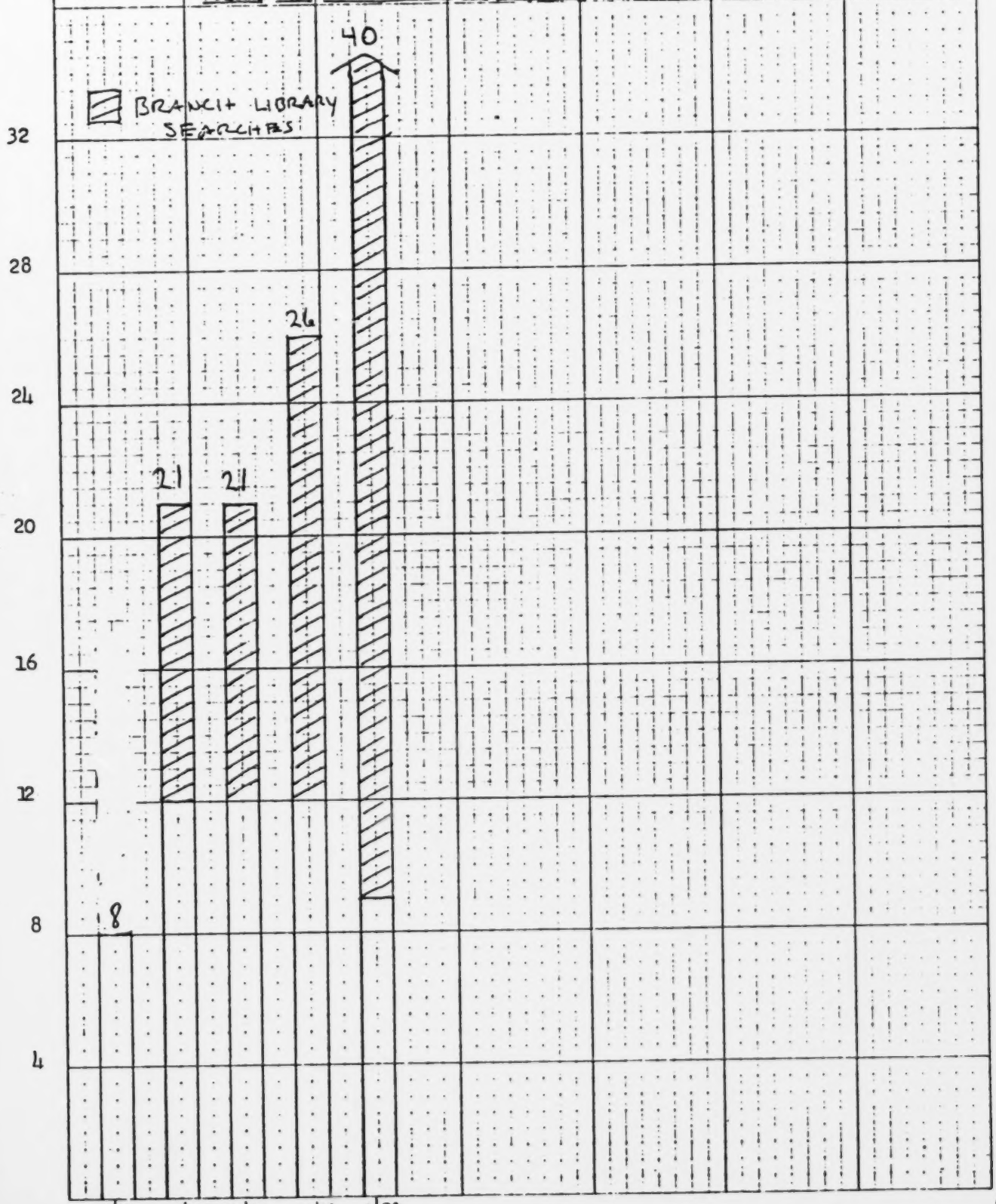
Discipline	1976-1977 Percent	1977-1978 Percent	1978-Jan.1979 Percent
Education	45%	37%	23%
Engineering	11%	8%	2%
Sciences	6%	6%	5%
Humanities	4%	9%	4%
Social Sciences	20%	33%	63%
Business	3%	3%	2%
Medicine	9%	3%	0%
All Others	2%	1%	2%
	100%	100%	100%

Table 3: BRANCH LIBRARY ACTIVITY, October 1978-January 1979

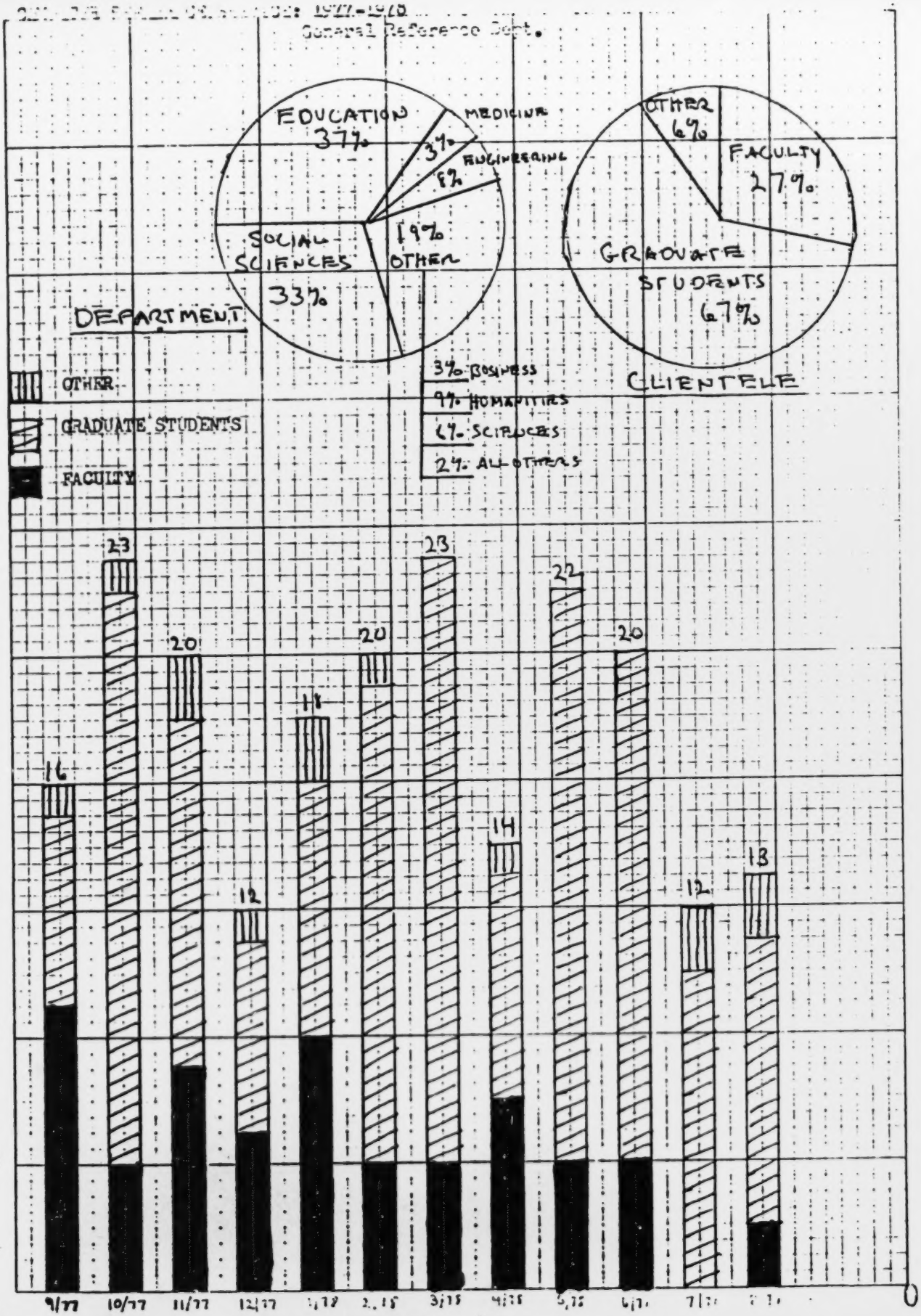
Branch	October	November	December	January	TOTAL
Biology	-	-	1	-	1
Chemistry	8	4	5	9	26
Education	-	4	7	16	27
Engineering	1	1	1	5	8
Physics	-	-	-	1	1
	9	9	14	31	63

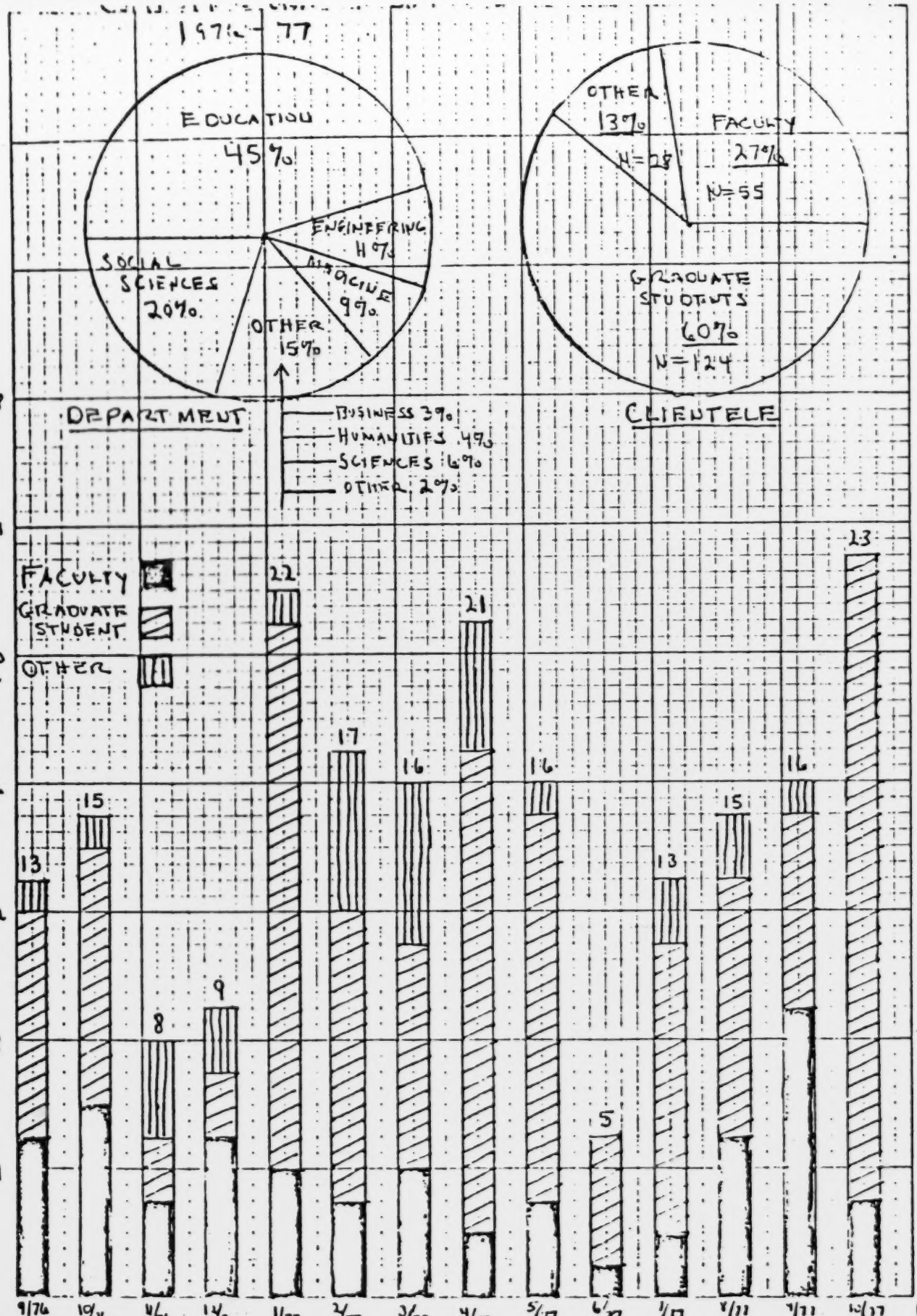
General Reference, Biology, Chemistry, ...ducation, ...gineering, Physics

Volume and Distribution of Searches: Reference and Branch Libraries



028


EDUCATION 37%
MEDICINE 3%
ENGINEERING 8%
SOCIAL SCIENCES 33%
19% OTHER
DEPARTMENT
OTHER
GRADUATE STUDENTS
FACULTY
3% BUSINESS
9% HUMANITIES
6% SCIENCES
2% ALL OTHERS
OTHER 6%
FACULTY 27%
GRADUATE STUDENTS 67%
CLIENTELE
36
32
28
24
20
16
12
8
4
16
23
20
11
20
23
14
22
20
12
13
9/77
10/77
11/77
12/77
1/78
2/78
3/78
4/78
5/78
6/78
7/78
8/78


1976 - 77
EDUCATION
45%
ENGINEERING
11%
BUSINESS
9%
OTHER
15%
SOCIAL SCIENCES
20%
DEPARTMENT
BUSINESS 3%
HUMANITIES 49%
SCIENCES 6%
OTHER 2%
OTHER
13%
N=28
FACULTY
27%
N=55
GRADUATE STUDENTS
60%
N=124
CLIENTELE
FACULTY
GRADUATE STUDENT
OTHER
28
24
20
16
12
8
4
13
15
8
9
22
17
16
21
16
5
13
15
16
23
9/76
10/76
11/76
12/76
1/77
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3/77
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5/77
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7/77
8/77
9/77
10/77

Princeton University: Department of Science & Technology

To D. W. Koepp

Date 13 July 1979

Subject PURRS FY 1978-79
Annual Report

From B. Brown
G. Odell

The attached tables of use of this service are most gratifying. Two years ago we had requests for 200 searches, last year 614, and this year we did 975 searches. The literature on search analysis suggests that there is often a plateau of activity followed by a reduction, but we continue to increase, albeit less rapidly, moving our plateau farther down the road. During this year we deposited $5,019.72 in our account either as cash or inter-departmental transfer; our budgeted support figure was $5,000. If we use a $1 per minute fee base, the 14,000 minutes of terminal use suggest a deficit of $4,000, and this is not complete because the telephone expenses for contacting the vendors have been paid on another account as have the expenses of training new searchers.

I believe this brings us to a point of assessment of the value of this service. In the first year of operation (1975-76) we did 100 searches; this year we did nearly 1,000 (975). We started with one terminal; now we have six. Quantity is not the only measure of the value and usefulness of this service, but it does illustrate the eager acceptance and repetitive use by our clientele. Further evidence of this is the fact that the academic departments have purchased the terminals now in the Psychology, Chemistry, and Biology libraries.

We have been offering reference service free. Reference online is restricted to the quick look-up which could not be done manually or would require excessive time to do manually. This year we did 2,113 minutes ($) of reference service. We have deliberately encouraged searchers to use the online services for reference purposes, to treat the data bases as another tool to be used when the situation calls for it. It is our strong feeling that this is highly valid reference work, no more susceptible to fees than the manual reference services which have become an expected element of our service. To many users online service is expected, a natural service, as much a part of the library as shelves of microforms.

Searches are subsidized: half of the online fees up to $10, thus a maximum of $5 per search. Over the past year the average online time per search was 10.4 minutes; the average reference time was 4.6 minutes. We could cut reference costs by imposing a maximum of two minutes free time. We could cut search costs by reducing or eliminating the search subsidy, but that would hurt the undergraduates most, the users with the least resources to use the service. The dramatic growth of use by psychology students has led the department to enter the fiscal picture by assuming part of the undergraduate cost not subsidized by the library. Withdrawal of all library support might discourage the department. It does seem a dreadful time to

restrict deliberately so promising an improvement in library service. With the opening of the new documents room, staffed, among others, by a trained searcher, a new head of reference services whose experience promises enthusiastic commitment to the service, and with an expected improvement in social science data bases, we feel the use of the service in Firestone could grow at the pace of other terminals.

On the more practical side, we have trained two new searchers this year, Kevin Barry and Dee Hoelle. This training was done by our staff; use of outside training - the expensive kind - was kept at a minimum. We did participate in the local Online Users Group and its seminars on data base usage. Two subcommittees of the PURRS group were appointed to keep our searchers aware of all available data bases and to improve communications among our searchers, to be sure that we are aware of innovations in searching capabilities.

We are concerned that our service be established on a responsible, financial basis, that a budget line be established, and that all costs of the service be entered there. And we are keenly concerned that this service not be thought of as special; it is an improvement of existing services, an important, new improvement, but not special.

cc: Steering Committee
Searchers

PURRS 1978-79, ANNUAL REPORT*

*Please allow for a 2% variable among these figures

TERMINAL USE
1978-79

Biology	257/ 1858 minutes
Chemistry	157/ 1579
Engineering	402/ 4054
Firestone	201/ 2512
Plasma Physics	461/ 3253
Psychology (Terminal installed Feb.1979)	122/ 847
	1600/14113

VENDOR USE

1978-79

DIALOG

Biology	242/1693
Chemistry	115/1007
Engineering	158/1294
Firestone	87/ 803
Plasma Physics	163/ 619
Psychology	70/ 420
	835/5836

BRS

Biology	15/ 165
Chemistry	36/ 527
Engineering	239/2707
Firestone	38/ 523
Plasma Physics	23/ 163
Psychology	52/ 427
	403/4512

INFORMATION BANK

Biology	
Chemistry	
Engineering	
Firestone	27/ 621
Plasma Physics	
Psychology	
	27/ 621

RECON

Biology	
Chemistry	
Engineering	4/ 56
Firestone	
Plasma Physics	275/2471
Psychology	
	279/2527

SDC

Biology	
Chemistry	6/ 45
Engineering	1/ 7
Firestone	13/ 185
Plasma Physics	
Psychology	
	20/ 237

TYPE OF USE

1978-79

SEARCH

Biology	216/ 1067
Chemistry	111/ 1078
Engineering	239/ 3036
Firestone	30/ 1372
Plasma Physics	249/ 2335
Psychology	80/ 716
	975/10204

REFERENCE

Biology	20/ 58
Chemistry	22/ 195
Engineering	91/ 324
Firestone	77/ 544
Plasma Physics	205/ 883
Psychology	33/ 114
	453/2118

PRACTICE

Biology	20/ 127
Chemistry	24/ 306
Engineering	46/ 440
Firestone	13/ 242
Plasma Physics	4/ 5
Psychology	4/ 17
	111/1137

DEMONSTRATION

Biology	1/ 6
Chemistry	
Engineering	26/294
Firestone	1/ 25
Plasma Physics	3/ 30
Psychology	
	31/325

DATA BASE USAGE

1978-79

Chemical Abstracts	2583
Inspec	2235
ERIC	192[illegible]
BIOSIS	1423
NTIS	860
MESH	742
Sci Search	723
Info Bank	664
Psych. Abstracts	579
Compendex	363

2 November 1979

To: D. Koepp
A. Dahl-Hansen

From: Glen Odell

The attached tables give the online searching activity during the first quarter of this academic year, as well as comparative total figures with the same quarter last year. During this period we transferred $1,767.95 to the PURRS account.

cc: PURRS staff

TERMINAL USE

1979-80

	July-Sept. 1978-79	July-Sept. 1979-80	Oct.-Dec. 1978-79	Oct.-Dec. 1979-80	Jan.-Mar. 1978-79	Jan.-Mar. 1979-80	Apr.-June 1978-79	Apr.-June 1979-80
Biology	40/ 381	46/ 263						
Chemistry	28/ 317	78/ 741						
Engineering	68/1116	96/1123						
Firestone	25/ 557	27/ 256						
Plasma Physics	60/ 519	98/ 510						
Psychology**		32/ 207						
Woodrow Wilson School***		42/ 418						
Total	221/2890	419/3518						

-

** Terminal installed in February 1979

***Terminal installed in August 1979

DIALOG

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	42/ 231			
Chemistry	56/ 339			
Engineering	52/ 606			
Firestone	4/ 45			
Plasma Physics	26/ 103			
Psychology	17/ 76			
Woodrow Wilson Sch***	21/ 160			
Totals	218/1560			

BRS

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	4/ 32			
Chemistry	22/ 402			
Engineering	38/ 445			
Firestone	12/ 109			
Plasma Physics	3/ 11			
Psychology	15/ 131			
Woodrow Wilson Sch***	9/ 77			
Totals	103/1207			

INFORMATION BANK

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology				
Chemistry				
Engineering				
Firestone	11/102			
Plasma Physics				
Psychology				
Woodrow Wilson Sch***	4/130			
Totals	15/232			

RECON

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology				
Chemistry				
Engineering	6/ 72			
Firestone				
Plasma Physics	69/396			
Psychology				
Woodrow Wilson Sch***				
Totals	75/468			

SDC

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology				
Chemistry				
Engineering				
Firestone				
Plasma Physics				
Psychology				
Woodrow Wilson Sch***	8/51			
Totals	8/51			

TOTALS

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	46/ 263			
Chemistry	78/ 741			
Engineering	96/1123			
Firestone	27/ 256			
Plasma Physics	98/ 510			
Psychology	32/ 207			
Woodrow Wilson Sch***	42/ 418			
Totals	419/3518			

***Terminal installed in August 1979

TYPE OF USE, 1979-80

Search

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	41/ 249			
Chemistry	53/ 443			
Engineering	58/ 778			
Firestone	7/ 132			
Plasma Physics	52/ 321			
Psychology	15/ 153			
Woodrow Wilson Sch***	21/ 303			
Totals	247/2379			

Reference

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
	4/ 10			
	16/ 63			
	23/120			
	16/ 59			
	45/138			
	13/ 42			
	13/ 63			
	130/545			

Practice

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology				
Chemistry	9/235			
Engineering	15/225			
Firestone				
Plasma Physics	1/ 1			
Psychology	1/ 1			
Woodrow Wilson Sch***				
Totals	26/462			

Demo

July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
1/ 4			
4/ 65			
3/ 11			
8/ 52			
16/132			

TOTALS

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	46/ 263			
Chemistry	78/ 741			
Engineering	96/1123			
Firestone	27/ 256			
Plasma Physics	98/ 510			
Psychology	32/ 207			
Woodrow Wilson Sch***	42/ 418			
Totals	419/3518			

DATA BASE USAGE

1979-80

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
BIOSIS	242			
Chemical Abstracts	568			
Energy Data Base	322			
Info Bank	232			
Inspec	207			
MESH	417			

10 July 1979

To: D. W. Koepp
A. Studdiford

From: G. T. Odell

Subject: FURRS FY 1978-79
Fourth Quarter Report

The attached tables give the online searching activity for the final quarter of the 1978-79 academic year. During this period we transferred $636.50 to the FURRS fund.

Tables: FURRS Staff

TERMINAL USE

1978-79

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	40/ 381	55/ 294	82/ 721	80/ 462
Chemistry	28/ 317	18/ 261	44/ 444	67/ 557
Engineering	68/1116	151/1330	106/ 946	77/ 672
Firestone	25/ 557	94/1108*	51/ 530	31/ 317
Plasma Physics	60/ 519	104/ 906	151/1005	146/ 823
Psychology**			55/ 414	67/ 433
Total	221/2890	422/3899*	489/4060	468/3264

* Includes 30/328 use not reported July-Sept. quarter

** Terminal installed in February

VENDOR USE, 1978-79

DIALOG

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	38/327	55/ 294	69/ 610	80/ 462
Chemistry	25/246	10/ 101	34/ 348	46/ 312
Engineering	23/133	54/ 452	53/ 505	28/ 204
Firestone	10/116	39/ 370	30/ 232	8/ 85
Plasma Physics	20/100	36/ 127	51/ 188	56/ 204
Psychology**			35/ 232	35/ 188
Totals	116/922	194/1344	272/2115	253/1455

BRS

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	2/ 54		13/111	
Chemistry	3/ 71	8/ 160	5/ 54	20/ 242
Engineering	45/ 983	97/ 878	53/441	44/ 405
Firestone	3/ 78	12/ 199	10/113	13/ 133
Plasma Physics	12/ 76	8/ 83	1/ 2	2/ 2
Psychology**			20/182	32/ 245
Totals	65/1262	125/1320	102/903	111/1027

INFORMATION BANK

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology				
Chemistry				
Engineering				
Firestone	12/363	7/159	4/72	4/27
Plasma Physics				
Psychology**				
Totals	12/363	7/159	4/72	4/27

RECON

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology				4/ 56
Chemistry				
Engineering	28/343	60/696	99/815	88/617
Firestone				
Plasma Physics				
Psychology**				
Totals	28/343	60/696	99/815	92/673

SDC

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology				
Chemistry			5/ 42	1/ 3
Engineering				1/ 7
Firestone			7/113	6/72
Plasma Physics				
Psychology**				
Totals			12/155	8/82

TOTALS

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	40/ 381	55/ 294	82/ 721	80/ 462
Chemistry	28/ 317	18/ 261	44/ 444	67/ 557
Engineering	68/1116	151/1330	106/ 946	77/ 676
Firestone	25/ 557	94/1108*	51/ 530	31/ 317
Plasma Physics	60/ 519	104/ 906	151/1005	146/ 823
Psychology**			55/ 414	67/ 433
Totals	221/2890	422/3899*	489/4060	468/3264

* Includes 30/328 use not reported July-Sept. quarter

** Terminal installed in February

TYPE OF USE, 1978-79

Search

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	31/ 295	48/ 268	73/ 696	64/ 408
Chemistry	20/ 204	13/ 168	24/ 241	54/ 465
Engineering	60/1004	69/ 746	73/ 811	37/ 475
Firestone*	13/ 384	34/ 529	17/ 269	16/ 190
Plasma Physics	24/ 285	62/ 744	79/ 711	84/ 595
Psychology**			44/ 381	36/ 335
Totals	148/2172	226/2455	310/3109	291/2468

Reference

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	1/ 2	1/ 3	5/ 10	13/ 43
Chemistry	4/ 24	2/ 22	11/108	5/ 41
Engineering	6/ 22	34/123	24/ 71	27/108
Firestone*	8/ 58	22/124	33/252	14/110
Plasma Physics	35/219	38/157	71/289	61/218
Psychology**			9/ 26	29/ 88
Totals	54/325	97/429	153/756	149/608

Practice

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	8/ 84	6/ 23	4/ 15	2/ 5
Chemistry	4/ 89	3/ 71	9/ 95	8/ 51
Engineering	2/ 90	22/197	9/ 64	13/ 89
Firestone	3/ 89	8/127	1/ 9	1/ 17
Plasma Physics		4/ 5		
Psychology**			2/ 7	2/ 10
Totals	17/352	43/423	25/190	26/172

Demo

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology				1/ 6
Chemistry				
Engineering		26/264		
Firestone	1/25			
Plasma Physics	1/15		1/5	1/10
Psychology**				
Totals	2/40	26/264	1/5	2/16

TOTALS

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Biology	40/ 381	55/ 294	82/ 721	80/ 462
Chemistry	28/ 317	18/ 261	44/ 444	67/ 557
Engineering	68/1116	151/1330	106/ 946	77/ 672
Firestone	25/ 557	94/1108*	51/ 530	31/ 317
Plasma Physics	60/ 519	104/ 906	151/1005	146/ 823
Psychology**			55/ 414	67/ 433
Totals	221/2890	422/3899*	489/4060	468/3264

* Includes 30/328 use not reported July-Sept. quarter
** Terminal installed in February

DATA BASE USAGE

1978-79

	July-Sept.	Oct.-Dec.	Jan.-Mar.	Apr.-June
Chemical Abstracts	503	739	594	752
BIOSIS	173	274	579	402
Inspec	950	598	443	244
NTIS	61	426	193	180
Sci Search	192	219	205	107
Info Bank	363	169	105	27
ERIC	329	328	770	499
Psych. Abstracts	164	123	169	122
MESH	85	137	262	258
Compendex	13	149	142	59

ANNUAL REPORT

Online Search Services

Academic Year 1978-79

Summary

The number of online literature searches performed by the Van Pelt Reference Department has continued to increase. A total of 797 searches were performed in academic year 1978-79 (up from 479 performed in 1977-78). Of these, 560 were performed for patrons and 333 were performed for training and Reference questions. 24 % of the patrons were Penn faculty, 47 % were Penn graduate students, 5% were Penn undergraduates, 17 % were non-Penn educational users (faculty, staff, and students at other educational institutions) and 7 % were non-Penn commercial users. The number of data bases available through BRS, Lockheed, and SDC has also continued to grow, bringing the total to over 100 separate files. Although the majority of bases are still in either the social sciences or the sciences, the addition of RLIM (in music), Art Bibliographies Modern, the Philosopher's Index, and the MLA Bibliography to the DIALOG system (Lockheed) has improved coverage of the humanities. The Magazine Index and the National Newspaper Index (covering the N.Y. Times, Wall St. Journal, and the Christian Science Monitor) have broadened online searching to include the popular periodical literature and major newspapers (formerly available only through the N.Y. Times Information Bank). This steady proliferation of data bases on all three systems and the increase in search requests, in addition to specific changes described below, have made academic year 1978-79 a busy year for Online Search Services.

Staff Changes, Training, and Development

In August, 1978, Jean Haley assumed the position of Online Search Services Librarian, replacing Jim Cogswell who left to become Circulation Librarian at Princeton. Jane Bryan, Russ Chenoweth, John Kupersmith, Julie Miller, and Ellen DeMarinis continued as active searchers, specializing in data bases in one or more broad areas (social sciences, sciences, business, or interdisciplinary) instead of one system. Louise Coursey, who began training in Spring, 1978 on DIALOG, completed her training in the summer and became the sixth member of the Reference Department to search the ERIC data base. Joan Anderson, a member of the Reference Department since September, 1978, attended a beginning systems seminar on DIALOG in 1978 and another on BRS in June, 1979; she has since conducted several searches on these systems in the social sciences and humanities. Training for both new and experienced searchers continued throughout the year through attendance at systems and data-base producer training sessions, PARLIE Online Users Group meetings, and discussions at regular Online Search Services meetings.

Improving Service to the Sciences

Despite many good data bases in science and technology, online searches performed in the social sciences and business have far outnumbered those in the sciences, a trend which continued in academic year 1978-79. As a first step toward improving service to faculty, staff, and students in the sciences at

Penn, Holly Lucas, Marion Kreiter, Judy Malamud, and Rose Lonberger met with Jean Haley in April, 1979 to discuss the problem and plan for the possibility of searching in departmental libraries. The location of the terminal in Van Pelt and a general lack of knowledge about the service were both identified as reasons for the low volume of science searching. In May, 1979, Marion Kreiter, Jean Haley, and Jane Bryan met with Prof. Landy of the Physics Dept. to discuss the possibility of borrowing a terminal in DRL for searching in the Math-Physics library. As a result of this conversation and interest in learning online searching, Holly Lucas, Marion Kreiter, and Judy Malamud attended the basic systems training for DIALOG and continued their training with Jean Haley using training passwords.

Billing and Service Charge Changes

In September, 1978, a new billing procedure to insure prompt payment for all searches was introduced and the service charge for non-Penn users was increased. Instead of having the Administrative Office bill patrons at the end of the month for online searches (a procedure which resulted in slow and sometimes no payment), the billing is now done immediately after the search when the Online Search Services Librarian prepares a simple invoice (part of which becomes a receipt). Patrons are now required to pay when the offline print is picked up (or at the time of the search if no printing is done) or present a University budget number. Bibliographies are no longer mailed nor is anyone billed by mail. This has reduced the number of non-payments from 10-15 per year to 2 for 1978-79 (when offline prints were not picked up). In addition, a service charge of $30 (over the cost of the search) was instituted for non-Penn commercial users and $10 for non-Penn educational users (faculty, staff, and students at other educational institutions). It was decided that while searching for non-Penn patrons is desireable for the expertise gained in little-searched bases, the $10 service charge for all non-Penn users could not be justified in terms of the preparation time and search time required. The new service charges have not reduced the volume of non-Penn searches in 1978-79. Penn users continue to be charged for the cost of the search (amount of connect time used plus offline print charges).

Lockheed Training in Van Pelt

In 1979 an agreement was reached with Lockheed Retrieval Systems whereby Van Pelt hosts their training sessions (when convenient) in return for free registration for two Penn librarians or credit in that amount on the library's account. Several sessions were held in 1978-79 which 12 Penn librarians attended. This arrangement has been beneficial in allowing Penn librarians to easily receive basic and advanced training on DIALOG without incurring travel expenses and has presented a minimum of additional work for the Online Search Services Librarian.

Conferences Attended

22 conferences dealing with online systems and data bases were attended by Van Pelt searchers. Of particular interest was the seminar on Nonbibliographic Data Bases offered by Cuadra Associates in June, 1979 and the workshop on Social Science Data Archives held at Drexel in May, 1979. In addition, Jean

Haley attended the MARS (Machine Accessed Reference Service) meetings at ALA in June, 1979, and, together with other members of the Reference Department, has participated in the Online Users Group section of PARLIE (Philadelphia Area Reference Librarians Information Exchange) which meets monthly in area libraries.

Reference Use of Online Search Services

In addition to the searches performed at the request of paying patrons who receive a customized bibliography on a specific topic, the Van Pelt Reference Department has made increased use of online searching to answer Reference Questions. Searching of this nature is limited to quick scanning of a data base to verify a citation or locate a specific fact rather than the production of a list of citations. As the number and coverage of data bases continues to grow, so too will Reference searches of this type. The average cost per Reference search is $1.83 (for an average search time of 2 minutes) and has proven to be a cost-effective way of solving some problems.

Plans and Proposals for the Coming Year

Academic year 1979-80 will include the advent of searching in the Lippincott, Math-Physics, Moore School, and Vet School libraries. A considerable investment in equipment and training time will be spent to improve what is now an inadequate volume of searching in the sciences. Business and economics searches should also be improved by the expertise of librarians in Lippincott. A growing awareness in the library community of the existence and possible relevance of nonbibliographic data bases (such as Compustat) to the needs of academic library patrons will also be felt in 1979-80. An effort to make the University community aware of these sources will be made by the Online Search Services Librarian. In addition, and related to this area, time will be spent on improving coordination between the Social Science Data Center and the library through the acquisition of appropriate codebooks, library staff orientation, etc. Time will also be devoted to producing a glossary of online search terms for patrons, updating promotional literature, and possibly developing a simple slide/tape introduction to online searching.

Jean W. Haley

Jean W. Haley
Online Search Services Librarian
August 31, 1979

Vanderbilt University

Note:

Vanderbilt Library utilizes services from Lockheed, BRS, National Library of Medicine, and the New York Times Information Bank, but does not search SDC, according to Keith M. Cottom, Assistant Director for Public Services and Employee Relations.

Vanderbilt University Library

Online Database Survey

	Medical	Education	OGSM	Central/ Science	Law
ABI/Inform	1977 - $26.00		$75.00 pr/hr		
Agricola	1970 - $16.00 Back - $15.00				
Avline	$10.50				
Bioeth	1973 - $10.50				
Biosis*	1970 - $21.00 Back - $20.00				
Ca Search*	1970 - $21.00 Back - $20.00				
Cancerlit	1963 - $10.50				
Cancerproj	current 2-3 yrs. $10.50				
Catline	1965 - $10.50				
Chemline	$1.00/chemical				
Child Abuse & Neglect		X			
Climprot	$10.50				
Disclosure			$90.00 pr/hr		
Dissertation Abstracts	1861 - $16.00				
Drug Information/Alcohol Use/Abuse	1968 - $21.00				
ECER (Exceptional Child Education Resources)	1966 - $16.00	with abstracts $20.00 pr/50 10¢ for add. citation only $17.00 pr/50 5¢ for add.			
ERIC (special education see ECER)	1966 - $16.00	with abstracts $13.00 pr/50 10¢ for add. citation only $11.00 pr/50 5¢ for add.			
Environmental Impact Statements	1977 - $16.00				
Epilepsyline	1945 - $10.50				
Health Planning & Admin.	1975 - $10.50				
Histline	1970 - $10.50				
Inform	See ABI/Inform				
Inspec	1970 - $21.00 Back - $20.00				
LISA (Library & Inform. Science Abstracts)		with abstracts $18.00 pr/50 10¢ for add. citation only $16.00 pr/50 5¢ for add.			

continued on next page

	Medical	Education	OGSM	Central/ Science	Law
MEDOC	1976 - $16.00				
Management Contents	1974 - $21.00		$55.00 pr/hr		
Medline & Backfiles*	1977 - $10.50 Back - $ 3.50				
NICSEM/NIMIS	$16.00	X			
NTIS	1970 - $16.00 Back - $15.00				
New York Times Information Bank	1969 varies				
Pharmaceutical News Index	1974 - $26.00				
Pollution Abstracts	1970 - $26.00				
Predicasts series			$90.00 pr/hr		
Psychology Abstracts	1967 - $21.00	with abstracts $21.00 pr/50 10¢ for add. citation only $19.00 pr/50 5¢ for add.			
RTECS	1978 - $10.50				
Social Sciences Citation Index	1972 - $26.00				
Toxicology Data Bank	$10.50				
Toxline and Toxback*	1965 - $10.50 Back - $10.50				

X Plans for future use.

* SDILINE (Selective Dissemination of Information, on Line), a useful current awareness service, is available to those who wish to be apprised of new material each month. Charges vary according to data base searched.

THE EDUCATION LIBRARY
BOX 325
GEORGE PEABODY COLLEGE FOR TEACHERS
NASHVILLE, TENNESSEE 37203

9/7/79

Keith,

Here is the data-base-searching information that you requested:

1. What data bases do we use?

We currently search ERIC, Exceptional Child Education Resources, and Psychological Abstracts on a regular basis.

2. How much do we charge the user?

ERIC --- for up to 50 complete abstracts, $7
for more than 50 abstracts, $7 plus 10 cents per each additional abstract

Psych. Abs.--- for up to 50 abstracts, $14
for more than 50, $14 plus 10 cents per each additional abstract

Excep. Child--- same as ERIC; however we will search <u>both</u> ERIC and Excep. Child for the same price as just searching one of them

3. What databases do we plan to use in the future?

We ~~will~~ will be using LISA (Library and Information Science Abstracts). Perhaps Dissertation Abstracts. Beyond this it is hard to say at the present time; it all depends on what Central decides to offer. For example we had thought of offering Social Science Citation Index, but if Central will why should we duplicate?

I apologize for all the sloppy typing, bad grammar, etc, but it is a very hectic Friday afternoon here at the reference desk!!

JoAnn

THE EDUCATION LIBRARY
BOX 325
GEORGE PEABODY COLLEGE FOR TEACHERS
NASHVILLE, TENNESSEE 37203

November 12, 1979

Debbie Payne:

These are the new fees for the computer search service in the Education Library.

There are always two options available to the patron; he/she can either request complete abstracts or (for a lesser fee) just bibliographic citations. The following prices include up to 50 abstracts or citations. If the patron authorizes over 50 hits, he tells us how many. Then he is charged for each additional hit over the first 50 (10 cents for each additional abstract or 5 cents for each additional bib. citation).

1. ERIC: with abstracts = $13
   with citations= $11

2. ERIC and Exceptional Child Education Resources (ECER): with abstracts = $20
   with citations = $17

   (For any subject dealing with special ed. etc., both ERIC and ECER must be searched to obtain a comprehensive search); however, if the patron insisted, we would search ECER alone for the same price as ERIC)

3. PSYCHOLOGICAL ABSTRACTS: with abs. = $21
   with cit. = $19

4. LIBRARY & INFORMATION SCIENCE ABSTRACTS (LISA): with abs. = $18
   with cit. = $16

When the new form is designed (whenever Central/Science are ready to begin searching) the following data bases will be added:

CHILD ABUSE & NEGLECT: with abs. = $15
with cit. = $13

NICSEM/NIMIS (a data bse for special ed. materials, media, kits, etc.):
with abs. = $15
with cit. = $13

We wish the prices didn't have to be so high, but for now we think this is the best we can do. If we find out these are too high, we can always come down. It wouldn't be so easy to have tb raise the prices again if we set them too low now.

JoAnn Mulvihill

JoAnn

A DIVISION OF THE JOINT UNIVERSITY LIBRARIES

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VANDERBILT UNIVERSITY

INTER-OFFICE CORRESPONDENCE

Date: September 12, 1979

To: Keith Cottam

From: Margaret Link

Subject: OGSM Management Library - Data Bases

Responding to your office's telephone inquiry, Management Library is presently providing its users with access to OCLC data base. Hopefully, before the end of the Fall 1979 semester, we will be able to provide our users with access to Lockheed-Dialog's Business-oriented data bases:

- ABI/INFORM $ 75/hr search charge
- MANAGEMENT CONTENTS 55/hr search charge
- PREDICASTS series 90/hr search charge
- DISCLOSURE, INC. non-bibliographic SEC report data base 90/hr search charge

When we initiate this service, we will have to pass on the following direct cost charges to the user:

- Computer search time costs
- Long-distance telephone costs
- Print-out costs

I am very interested in what formula the Central Library Task Force is developing for costing out their services, and would appreciate having access to other libraries' experience in this area.

COMPUTERIZED SEARCHES

The Vanderbilt Medical Center Library has access to a number of online information retrieval systems. Search fees vary by database and by number of years searched. For further information please ask at the Reference Desk or call 322-2291.

National Library of Medicine Databases

Database Name	Subject Coverage	Years Covered	
AVLINE	Audiovisuals in the health sciences	--	10.50
BIOETHICSLINE	Medical ethics, philosophy, medico-legal topics	1973--	10.50
CANCERLIT	Clinical and experimental cancer studies	1963--	10.50
CANCERPROJ	On-going cancer research projects	Current 2-3 years	10.50
CATLINE	Monographs in the health sciences	1965--	10.50
CHEMLINE	Chemical dictionary	--	8.50/chemical
CLINPROT	Clinical investigations of new anti-cancer treatments	--	10.50
EPILEPSYLINE	Epilepsy and related disorders	1945--	10.50
HEALTH PLANNING and ADMINISTRATION	Health care planning, financing, management	1975--	10.50
HISTLINE	History of medicine	1970--	10.50
MEDLINE and BACKFILES	Biomedical sciences	1966--	(10.50 3.50 BACK
RTECS	Registry of Toxic Effects of Chemical Substances	1978--	10.50
TOXICOLOGY DATA BANK	Data on toxic chemicals	--	10.50
TOXLINE and TOXBACK	Toxicology	1965--	(10.50 10.50 BACK

Bibliographic Retrieval Services (BRS) Databases

AGRICOLA	Agriculture, nutrition, rural sociology	1970--	(illegible)
BIOSIS	Biological sciences	1970--	(illegible)
CA SEARCH	Chemistry, biochemistry, chemical engineering	1970--	(illegible)

Database Name	Subject Coverage	Years Covered	
DISSERTATION ABSTRACTS	Doctoral dissertations	1861--	16.00
DRUG INFO / ALCOHOL USE-ABUSE	Utilization and abuse of drugs and alcohol	1968--	21.00
ERIC	Education at all levels	1966--	16.00
ENVIRONMENTAL IMPACT STATEMENTS	Environmental issues, including energy, hazardous substances, water, etc.	1977--	16.00
EXCEPTIONAL CHILD EDUCATION RESOURCES	Education of handicapped and gifted children	1966--	16.00
INFORM	Management and business administration	1971--	26.00
INSPEC	Physics, electronics, computer technology	1970--	(21.00 20.00 BACK)
MEDOC	U. S. Government documents in the health sciences	1976--	16.00
MANAGEMENT CONTENTS	Business and management	1974--	21.00
NIMIS	Materials for education of the handicapped	--	16.00
NTIS	U. S. Government-sponsored research reports	1970--	(16.00 15.00 BACK)
PHARMACEUTICAL NEWS INDEX	Drug industry news	1974--	26.00
POLLUTION ABSTRACTS	Environmental pollution and control	1970--	26.00
PSYCHOLOGICAL ABSTRACTS	Psychology, psychiatry	1967--	21.00
SOCIAL SCIENCE CITATION INDEX	Social sciences	1972--	26.00

New York Times Database

INFORMATION BANK	Current events, news items	1969--	varies

July 1979

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2487-1

M E D L I N E

Vanderbilt Medical Center Library wishes to remind all health personnel of MEDLINE service (*Medical Literature Analysis and Retrieval System* [MEDLARS] *on* Line).

MEDLINE provides online computerized bibliographic searching of several data bases including all journals indexed in *Index Medicus*, *International Nursing Index*, and *Index to Dental Literature*, and a number of others. For retrieving earlier citations in some data bases, BACKFILEs are available. SDILINE (*Selective Dissemination of Information, on* Line), a useful current awareness service, is available to those who wish to be apprised of new material each month. For a complete listing of the data bases available in the MEDLINE system, please check with the Reference Department.

The MEDLINE system is a very effective means of searching the world's biomedical literature. The use of a combination of standard medical subject headings, plus the use of selected "check-tags" for sex, age groups, species, or language of articles, results in a more comprehensive and up-to-date bibliography from MEDLINE than is possible from a manual search.

The fee for each MEDLINE search is $10.50; SDILINE or BACKFILE searches are $3.50 each after the initial MEDLINE search has been programmed. *The search fee or a Vanderbilt University requisition should accompany each request.* To discuss your search request or any of your health science information needs, please contact:

Reference Department
Vanderbilt Medical Center Library
Nashville, Tennessee 37232

615-322-2291

Jul 1979

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USER AND TRAINING MATERIALS

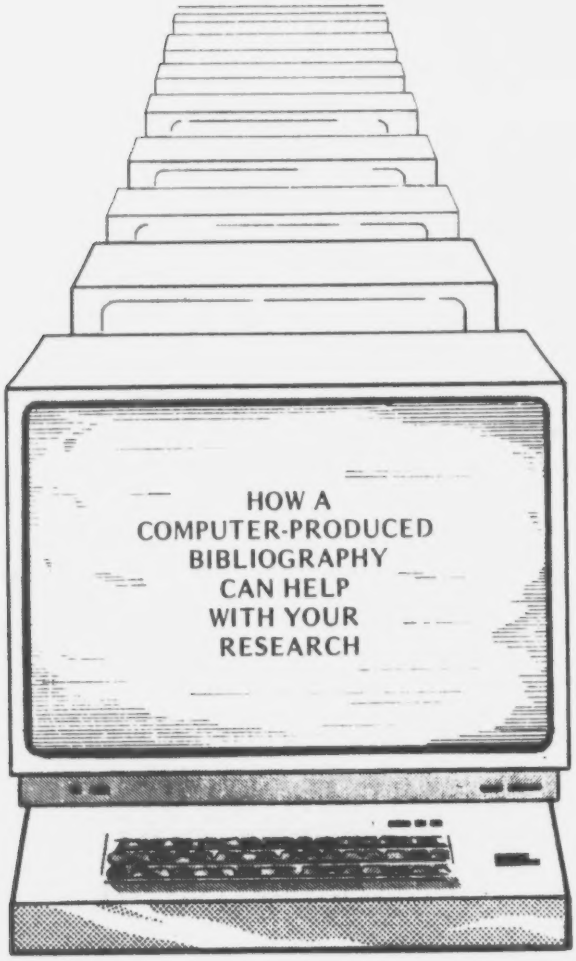
Note:

In the Stanford University Library system, a few of the Branch Libraries have designed their own brochures. However, in every instance the Branch brochures are modeled after the following brochure, with only the subject matter changed, according to David R. McDonald, Acting Data Services Librarian. In addition to these forms, each searcher maintains a search log. The logs are designed by each searcher and vary in format. However, each log gathers information for the following categories:

data base used
reason for use, a "fee search", training, reference, et cetera
connect time
number of prints
cost for computer time
cost for prints
patron's name if a fee search
method of payment
date payment received

WHOM DO I CONTACT TO ARRANGE A SEARCH OR TO OBTAIN MORE INFORMATION?

**If your department or field is:	Call:	Or visit this library:
BIOLOGY	7-1528	FALCONER BIOLOGY LIBRARY (Herrin Hall, 3rd Floor)
BUSINESS	7-2161	JACKSON BUSINESS LIBRARY (Graduate School of Business)
CHEMISTRY	7-2511	SWAIN CHEMISTRY LIBRARY (Old Chemistry Building, 1st Floor)
EDUCATION	7-2121	CUBBERLEY LIBRARY (Education Building, 2nd Floor)
ENGINEERING	7-1513	ENGINEERING LIBRARY (Terman Center, 2nd Floor)
MEDICINE	7-6831	LANE MEDICAL LIBRARY (Medical Center, Ground Floor)
HUMANITIES	7-1811	GREEN LIBRARY REFERENCE (Green Library, 2nd Floor)
PHYSICS	7-4342	PHYSICS LIBRARY (Varian Building, 3rd Floor)
SOCIAL SCIENCES	7-1811	GREEN LIBRARY REFERENCE (Green Library, 2nd Floor)
OTHER SCIENCE FIELDS	7-4672	MATHEMATICAL SCIENCES LIBRARY (Mathematics Center, 4th Floor)
MUSIC	7-3014	MUSIC LIBRARY The Knoll



Stanford University Libraries
Computer Reference Service

For Stanford Students, Faculty and Staff

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WHAT DOES A COMPUTER SEARCH GIVE ME?

You get a custom bibliography of references on your research topic. The bibliography is printed on convenient sized paper. Often *abstracts* or *summaries* are supplied with the references. You usually get *more* information *faster* because the computer searches years of material in a matter of minutes.

The computer saves you time by "writing" the references for you, and gives you more precise results by searching in ways that are often not possible in a manual search of the printed indexes.

WHAT DOES THE COMPUTER SEARCH?

The computer searches the equivalent of the printed indexes and abstracts found in most libraries. Indexes in almost every field can be searched. For example:

- ***DISSERTATIONS*–All dissertations from all American universities from 1861 to the present
- ***TECHNICAL REPORTS*–650,000 reports of government-sponsored research from 1964 to the present
- ***RESEARCH GRANTS*–250,000 abstracts of research proposals funded in the last three years
- ***SOCIAL SCIENCES*–500,000 references to articles, reports, and conference proceedings
- ***PHYSICAL SCIENCES*–2,000,000 references to articles, books, reviews, proceedings and technical notes
- ***HUMANITIES*–50,000 references to books, anthologies, articles, reviews and conference publications

AND MUCH, MUCH MORE

HOW DO I ARRANGE FOR A COMPUTER SEARCH?

Pick up a Search Request form at your nearest Stanford Library and fill it out. Call the library in your research area, listed on the last page of this brochure, and make an appointment to discuss your topic with a specially-trained search analyst. This discussion is an important part of your search; the better you communicate what you need, the better the results will be. Sometimes a manual search will produce equivalent or better results and you will be advised on the best way to get publications on your topic.

HOW SOON WILL I GET THE COMPUTER-PRODUCED BIBLIOGRAPHY?

Your bibliography will usually reach the library *within three days* after the search is done on the library's computer terminal. If a small number of items are retrieved you can have the list printed on the terminal at the time of the search. If no items are retrieved then of course no bibliography can be printed.

WHAT IS THE COST?

Most searches cost between $15 and $35 and contain, on the average, between 50 and 125 references. The actual number will depend on the number of publications on your topic and the limits, such as the time period or language, you place on the search. There is still a charge even if no items are retrieved. Ask for a cost estimate for your particular search when you discuss it with the search analyst. You pay the final charge for the search before or when you pick up the bibliography. You may pay by Interdepartmental Transfer form if you are authorized to charge it to a department account, or you may pay by personal check or money order.

Magazine Index. About 100,000 citations from 400 general circulation magazines, 1976 to the present. All articles, media reviews (TV, film, radio, books) and product evaluations are indexed. The printed index is not at Stanford.

MLA Bibliography. Over 50,000 citations from 3,000 journals and series as well as books and essays in books, 1976 to the present. Literatures covered include, American, English, African, European, Asian, Latin American, Celtic, Medieval and Neo-latin. The topical emphasis is literature, languages, folklore and linguistics. The printed index is in the Reference Dept. call number: Z7006 M64

National Technical Information Service (NTIS). Over 700,000 abstracts of government sponsored research in all fields, 1964-to the present. Virtually all material is in the form of unpublished research reports available in microfiche or hard copy from NTIS. The printed index Government Reports Announcements is in the Government Documents and Engineering Libraries.

Psychological Abstracts. Over 275,000 abstracts from over 900 journals, as well as books reports and dissertations from 1967 to the present. Covers all aspects of theory and application. The printed index is in the Reference Dept. call number BF1 P651

Public Affairs Information Service (PAIS). Over 70,000 citations from over 1,200 journals and several thousand books. English language material covers 1976 to the present. French, Portuguese, Spanish, German and Italian publications are from 1972 to the present. Strong emphasis on public policy issues in political, social and economic areas. Printed index counterparts are in the Reference Dept. PAIS Bulletin (call number Z7163 P9) and PAIS Foreign Language Index (Call number Z7163 P92)

Smithsonian Current Research (SSIE). Over 210,000 abstracts of funded research proposals 1976 to the present. Proposals are available only from funding agency. Emphasis is on current ongoing research. No equivalent printed index.

Social Science Citation Index (SSCI). over 650,000 citations form over 1,200 journals and several thousand books and conference papers, from 1972 to the present. Covers all social sciences. The printed index is in the Reference Dept. call number Z7163 S57

Sociological Abstracts. Over 100,000 abstracts from journals, books, and conference papers, 1963 to the present. Covers all aspects of sociological research and applications including social welfare and criminology. The printed index is in the Reference Dept. call number HM1 S67

U.S. Political Science Documents (USPSD). Over 7,000 abstracts from 120 American journals in political science, including policy science. The printed index is in the Reference Dept. call number Z7163 U58.

(1/79)

Stanford University Libraries
Computer Reference Service

General Reference Dept.
Green Library

SOCIAL SCIENCES AND HUMANITIES DATABASES

TO ARRANGE FOR A COMPUTERIZED LITERATURE SEARCH, contact the Reference Department in Green Library and discuss your topic with a member of the staff. If a search of printed indexes will retrieve material on your topic you will be given assistance with those indexes. If a search of databases will retrieve material on your topic you will be asked to complete a Search Request form and make an appointment with a search specialist. Call 7-1811 for more information.

Disciplines and Selected Databases

*Indicates databases containing significant amounts of material in the field

Anthropology

*Social Sciences Citation Index (SSCI) 1972-present
*Comprehensive Dissertation Abstracts 1861-present
*Smithsonian Current Research (SSIE) 1976-present
America: History and Life 1964-present
U.S. Political Science Documents (USPSD) 1975-present

Communication

*Educational Resources Information Center (ERIC) 1966-present
*Comprehensive Dissertation Abstracts 1861-present
*Library and Information Science Abstracts (LISA) 1976-present
*National Technical Information Service (NTIS) 1964-present
*Social Sciences Citation Index (SSCI) 1972-present
Magazine Index 1977-present
Public Affairs Information Service (PAIS) 1976-present
Conference Papers Index 1973-present

Economics

*National Technical Information Service (NTIS) 1964-present
*Social Sciences Citation Index (SSCI) 1972-present
*Comprehensive Dissertation Abstracts 1861-present
*Smithsonian Current Research (SSIE) 1976-present
*International Economic Abstracts 1974-present

English

*Modern Language Association Bibliography 1976-present
*Comprehensive Dissertation Abstracts 1861-present
America: History and Life 1964-present
Historical Abstracts 1973-present

History

*America: History and Life 1964-present
*Historical Abstracts 1973-present
*Comprehensive Dissertation Abstracts 1861-present
*Social Sciences Citation Index (SSCI) 1972-present
Public Affairs Information Service (PAIS) 1976-present
U.S. Political Science Documents (USPSD) 1975-present

Political Science

*Social Sciences Citation Index (SSCI) 1972-present
*Comprehensive Dissertation Abstracts 1861-present
*U.S. Political Science Documents (USPSD) 1975-present
*Public Affairs Information Service (PAIS) 1976-present
America: History and Life 1964-present
Historical Abstracts 1973-present

Linguistics

*Language and Language Behavior Abstracts 1973-present
*Comprehensive Dissertation Abstracts 1861-present
*Educational Resources Information Center (ERIC) 1966-
*Social Sciences Citation Index (SSCI) 1972-present
Modern Language Association Bibliography 1976-present

Psychology

*Psychological Abstracts 1967-present
*Educational Resources Information Center 1966-present
*National Technical Information Services (NTIS) 1964-present
*Comprehensive Dissertation Abstracts 1861-present
*Social Sciences Citation Index (SSCI) 1976-present
*Smithsonian Current Research (SSIE) 1976-present
Child Abuse and Neglect 1965-present
Conference Papers Index 1973-present

Sociology

*Sociological Abstracts 1963-present
*National Technical Information Center (NTIS) 1964-present
*Comprehensive Dissertation Abstracts 1861-present
*Social Sciences Citation Index (SSCI) 1972-present
*Smithsonian Current Research (SSIE) 1976-present
Public Affairs Information Service (PAIS) 1976-present

Ask about additional databases when you arrange for a search.

America: History and Life. Over 45,000 abstracts 1964 to the present on U.S. and Canadian history, including folklore, oral history, prehistory, popular culture, teaching of history, historiography and urban affairs. The printed index is in the Reference Dept. call number Z1236A48.

Child Abuse and Neglect. Over 5,000 items from 1965 to the present, including bibliographic citations, research project descriptions, and service program listings. Cites research in the U.S. only and in English only. No printed version of this index.

Comprehensive Dissertation Abstracts. Over 600,000 citations 1861-present. Includes virtually every dissertation accepted at any American University and a selected number of Canadian universities. The printed index and corresponding abstracts are in the Reference Dept. call no. Z5055 V5 C6

Conference Papers Index. Over 550,000 citations from 1973 to the present. Covers regional, national and international meetings in the life sciences and lists citations to papers presented, preprints, abstract booklets, proceedings and other available and planned publications. The printed index is in Lane Library's reference section.

ERIC. Over 400,000 abstracts of journal articles and resarch reports from 1966 to the present. Covers material on all aspects of education and related fields such as communication research and technology from many countries and in many languages. The printed indexes are in the Cubberley Education Library.

Historical Abstracts. Over 60,000 abstracts 1973 to the present. International in scope and covers material in all languages published in over 2,000 journals. The printed index is in the Reference Dept. call no. D299 H5

International Economic Abstracts. Over 50,000 abstracts, 1974 to the present. Covers book and journal literature internationally and in many languages. The printed index for most of this data base is Key to Economic Science in the Reference Dept. call number HB1 A1E2

Language and Language Behavior Abstracts. Over 30,000 abstracts 1973 to the present. Covers material published in all languages and in all countries in about 1,000 journals. The printed index is in the Reference Dept. at call number P1 L26

Library and Information Science Abstracts (LISA). Over 25,000 abstracts to articles, books and reports in all phases of information and library services and systems, from 1976 to the present. Includes materials worldwide and in related fields such as mass media, the book trade and computer retrieval systems. The printed index is is the Reference Dept. call number Z699 A1L5

STANFORD LIBRARIES
COMPUTER SEARCH SERVICE

Library Use Only * * * * * * * * *
1. Search No.
2. Library
3. Accepted
4. Searched by:
5. Data Bases

SEARCH REQUEST

6. NAME: _____

7. DEPARTMENT: _____

8. MAIL ADDRESS (if different from above) _____

_____

9. HOME PHONE: _____ 9a. BUSINESS PHONE: _____

10. USER: ___Faculty, ___Graduate Student (___Ph.D.), ___Undergraduate , ___Staff, ___Other Stanford,
Affiliated: _____

11. SEARCH TOPIC: Describe the subject/topic you want searched. Please state your description in prose. Here is an example: "Citations that deal with the effects of any mutation on the eye color of the fruit fly *(Drosophila melanogaster).*"

12. KEYWORDS: List key terms, phrases or concepts that describe your topic or research. Give synonyms and spelling variations. Specify terms you do NOT want used in retrieving items.

13. SAMPLE CITATIONS: List 2 or 3 citations on your topic, if known or easily available.

_____

_____

_____

14. LANGUAGES: ____English only. ___ Any language. Languages in addition to English _____

_____

15. RANGE OF YEARS WANTED: ____ All years available, ____ No items before 19_____ after 19_____

16. ABSTRACTS NEEDED (if present in file searched) ____ yes. ____ no.

17. SCOPE OF SEARCH: Check the kind of search you want.

_____COMPREHENSIVE: In which an attempt will be made to retrieve the maximum number of items with the possibility that there may be a relatively high percentage of non-useful items.

_____ LIMITED: In which an attempt will be made to retrieve a minimum acceptable number of items with the possibility a number of items that would be in a comprehensive search, will not be retrieved.

18. FEE LIMIT: Give the approximate amount acceptable as a maximum fee. This will guide the searcher in the selection of data bases and in determining the scope of the search.

$ _____

PLEASE NOTE: THE FEE PAYS FOR A SEARCH. IT IS POSSIBILE THAT NO RELEVANT CITATIONS WILL BE FOUND.

19. DEADLINE: State the latest date beyond which the search will not be useful to you.

NOT USEFUL AFTER _____

20. AUTHORIZATION: I authorize the library to perform the search described above and agree to the charges incurred in doing the search. Payment will be made by:

____ Check, _____ Interdepartmental fund transfer, _____ Cash

Signature _____ Date _____

STANFORD LIBRARIES
COMPUTER SEARCH SERVICE

1. Search No. _____
2. Library _____
3. Date _____
4. Amount Due$ _____

COMPUTER-PRODUCED BIBLIOGRAPHY

5. FOR: _____

6. TITLE _____

HOW TO FIND DOCUMENTS LISTED IN YOUR BIBLIOGRAPHY

The library is ready to help you locate any of the documents listed in your computer-produced bibliography.

Most of the journals listed in the bibliography may be found in the Stanford Union List of Serials, or the Berkeley Serials Union List, which provide the location and call numbers at either of these universities.

For journals that are likely to be in the Jackson Business Library, the Lane Medical Library, the Law Library or the Hoover Library, also consult their individual serials listings.

The Green Library card catalog contains most of the book titles at Stanford. For books in a specialized subject field, check the appropriate Branch Library if necessary.

For items which you cannot locate, consult a Reference Librarian who will be glad to assist with alternative sources, or with the initiation of an Interlibrary Loan where appropriate.

WE WELCOME YOUR COMMENTS OR QUESTIONS ABOUT THIS SEARCH. PLEASE CONTACT:

_____

BY ANSWERING THE SHORT EVALUATION FORM ATTACHED, YOU WILL BE HELPING TO SUPPORT AND IMPROVE THIS SERVICE.

FEE CALCULATION

Data Base	Time	Charge	Items	Charge
_____	_____	$_____	_____	$_____
_____	_____	$_____	_____	$_____
_____	_____	$_____	_____	$_____
_____	_____	$_____	_____	$_____
_____	_____	$_____	_____	$_____
	Time Total	$_____	Item Total	$_____

Time Charge $_____
Item Charge $_____
Tax on Items $_____
TOTAL FEE $_____

SUL 568

STANFORD LIBRARIES
COMPUTER SEARCH SERVICE

1. Search No. _____
2. Library _____
3. Date _____

SEARCH EVALUATION

PLEASE TAKE A FEW MINUTES TO ANSWER THE FOLLOWING QUESTIONS TO HELP US IMPROVE THIS SERVICE AND TO HELP DETERMINE IF IT SHOULD BE CONTINUED. WHEN FINISHED, JUST FOLD AND STAPLE AND USE THE BACK OF THE FORM AS AN EVELOPE. RETURN IT TO:

THANK YOU

1. Was the information and assistance you received when you submitted the search adequate? ___ Yes ___ No

2. Was the time lapse between submitting and receiving your search reasonable? ___ Yes ___ No

3. Did the search produce the type of information you desired? ___ Yes ___ No

4. Compared with manual searching, did the computer search produce:

   ___MORE ___LESS ___ ABOUT THE SAME amount of references?

5. Did the search results justify the expense? ___ Yes ___ No ___ Partly

6. Would you use the service in the future for similar problems? ___ Yes ___ No ___ Unsure

7. Where did you learn about the Computer Search Service? ___ LIBRARIAN, ___POSTER, ___PRINTED ANNOUNCEMENT ___ FRIEND/COLLEAGUE, ___ OTHER _____

8. We welcome other comments about the service or about the bibliography you received.

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HAVE YOUR RESEARCH DONE BY COMPUTER

DEMONSTRATIONS OF THE ONLINE INFORMATION SYSTEM AVAILABLE FROM YOUR SCIENCE LIBRARIES WILL BE CONDUCTED AT THE FOLLOWING TIMES:

FALCONER BIOLOGY LIBRARY (Herrin Hall, 3rd floor)

THURSDAY, OCTOBER 18 4:00-5:00 P.M.

ENGINEERING LIBRARY (Terman Center)

FRIDAY, OCTOBER 26, NOON-4:00 P.M.
CONTINUOUS DEMONSTRATIONS OF ENGINEERING INDEX ONLINE TO BE HELD IN THE ENGINEERING LOWER LOUNGE, TERMAN CENTER.

MATHEMATICAL AND COMPUTER SCIENCES LIBRARY (Sloan Mathematics Center, 4th floor)

TUESDAY, OCTOBER 30, 4:00-4:30 P.M.

BRANNER EARTH SCIENCES LIBRARY (Mitchell Bldg., 2nd floor)

TUESDAY, NOVEMBER 6, 4:00-4:30 P.M.
WEDNESDAY, NOVEMBER 7, 4:00-4:30 P.M.

SWAIN LIBRARY OF CHEMISTRY AND CHEMICAL ENGINEERING (Old Chemistry Bldg., 1st floor)

THURSDAY, NOVEMBER 8 4:00-4:30 P.M.
THURSDAY, NOVEMBER 15 4:00-4:30 P.M.

PHYSICS LIBRARY (Varian Bldg., 3rd floor)

THURSDAY, NOVEMBER 15 3:00-4:00 P.M.

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HAVE YOUR RESEARCH DONE BY COMPUTER

Free Demonstrations

of COMPUTERIZED LITERATURE SEARCHING in

humanities ○ social sciences ○ business ○ education

Meyer Library Forum Room

monday, october 15 - 3:30
tuesday, october 16 - 9:30
wednesday, october 24 - 2:30
thursday, october 25 - 9:30

sciences

Ask at the branch libraries – chemistry, physics, engineering, math sciences, and biology for times and locations

ONLINE SEARCH SERVICES

Van Pelt Library University of Pennsylvania

WHAT IS ONLINE SEARCHING?

Online searching is the computer-assisted retrieval of bibliographic citations offered through the Van Pelt Reference Department. Over 80 data bases, covering the journal literature in a variety of disciplines in the sciences and social sciences, can be accessed for immediate "online" display of citations to articles and other documents on specified topics. Some data bases include different types of information, such as statistics, descriptions of grant-giving foundations, and lists of ongoing research projects.

The majority of these files are also available as printed indexes or abstracts in the University library system and can often be searched effectively manually. The online approach is particularly effective for searching complex topics or extensive files and, in addition, provides fast results and a printed customized bibliography. Reference librarians will help you determine whether online searching can best serve your information needs.

HOW IS AN ONLINE SEARCH ARRANGED?

To initiate a computer search, visit the Van Pelt Library Reference Desk or call 243-7555. A member of the Reference staff will discuss your topic with you to determine which data base(s) will be useful. A staff member skilled in searching that data base will then consult with you to develop a search strategy and to arrange an appointment to perform the actual computer search.

HOW MUCH DOES A SEARCH COST?

The cost varies depending on the data base being searched, but most searches average about $20. The total fee includes a charge for each minute of time connected to the computer plus a charge for each bibliographic citation printed "offline" at the computer facility.

HOW LONG DOES THE PROCESS TAKE?

The actual time spent searching on the computer is usually less than 15 minutes. However, 20-30 minutes of preparation time prior to the search is often required to outline a search strategy and explain the process of online computer searching. After the completion of the search, the citations retrieved by the computer are printed at the computer facility and mailed to the library on the following day. From the time the search is performed, approximately four working days are required to receive the printout.

WHAT SUBJECT AREAS ARE COVERED BY THE SERVICE?

While not all disciplines are covered by data bases currently online, a wide variety of subjects can be searched. Some data bases are multi-disciplinary while others are quite limited in scope. A partial listing of subject areas covered appears on the reverse side; please ask at the Reference Desk for more information.

Science and technology

Agricultural Sciences

AGRICOLA; Commonwealth Ag. Bur. Abs; Science Cit. Index; Food Sci. & Tech. Abs.

Biological Sciences

BIOSIS Previews; Commonwealth Ag. Abs.; Science Cit. Index; Excerpta Medica; Aquatic Sci. & Fisheries Abs.

Chemistry

CHEMCOM; CLAIMS/Chem; BIOSIS; Science Cit. Index; CHEMNAME

Computer Sciences

INSPEC; Library & Info. Sci. Abs.; Science Cit. Index; Social Sci. Cit. Index

Electronics

INSPEC; NTIS; Science Cit. Index

Energy

Energyline; Enviroline; Pollution Abs.; NTIS; TULSA

Engineering

COMPENDEX; ISMEC; NTIS; Science Cit. Index

Environmental Sciences

Energyline; Enviroline; Pollution Abs.; Oceanic Abs.; Science Cit. Index; NTIS; APTIC (Air Pollution Abs.); Environmental Periodical Bib.

Geology and Earth Sciences

GEO-REF; Meteorological Abs.; Meteor & Geoastrophysical Abs.; Oceanic Abs.; Science Cit. Index; Geoarchive; Marine Research Info. Service Abs.

Metals

METADEX; World Aluminum Abs.; COMPENDEX; Science Cit. Index

Meteorology

Meteorological Abs.; Science Cit. Index; Meteor & Geoastrophysical Abs.

Oceanography

Aquatic Sci. & Fisheries Abs.; Oceanic Abs.; BIOSIS; Science Cit. Index; Marine Research Info. Service

Physics

INSPEC; SPIN; Science Cit. Index; NTIS

Textiles

World Textiles Abstracts

Veterinary Sciences

AGRICOLA; Commonwealth Ag. Abs.; BIOSIS; Science Cit. Index; Aquatic Sci. & Fisheries Abs.

Social sciences and humanities

Art

Art Bibliographies Modern

Business and Management

INFORM; EIS Plants; EIS Nonmanufacturers; PIRA (Paper & Packaging); Predicasts Files; Chem. Industry Notes; Pharmaceutical News Index; Labordoc; Management Contents; Disclosure

Education

ERIC; Excep. Child Abs.; NICEM (Educ. Media); Psych Abs.; Child Abuse & Neglect Abs.

History

America: History & Life; Historical Abs.; Social Sci. Cit. Index

Language and Linguistics

ERIC; Lang. & Lang. Behav. Abs.; MLA Bibliography

Library and Information Science

ERIC; Library & Info. Sci. Abs.; INSPEC; Soc. Sci. Citation Index

Psychology

Psych. Abs.; ERIC; Social Sci. Cit. Index Except. Child Abs.; Child Abuse and Neglect Abs.

Public Affairs

PAIS; Soc. Sci. Cit. Index; Labordoc; US Poli. Sci. Docs

Sociology

Sociological Abs.; Soc. Sci. Cit. Index

Interdisciplinary

Dissertations

Comprehensive Dissertation Index

Financial Aid

Foundation Grants Index; Foundation Directory; Grants

General Interest Periodicals

Magazine Index

Government Publications and Reports

Crecord; American Statistics Index; Congressional Info. Service; NTIS; Fed. Reg.; Federal Index; GPO Monthly Catalog

Research Projects

Smithsonian Science Information Exchange (SSIE)

Request for online search

University of Pennsylvania Libraries

TO BE FILLED IN BY PATRON: PLEASE PRINT AND ANSWER ALL QUESTIONS

Date of request_____ Time of request_____

Name_____ Phone (work)_____

Address_____ (home)_____

_____ Social Security No._____

University budget no. (if search is to be billed) ___-___ ___ ___ ___ ___ ___-___ ___ ___

*Subject of search (please describe in your own words)*_____

Authors of special interest (please give full name, if known, and dates of articles)

*Special limitations on search: by year of publication*_____

*by language*_____ *other*_____

*Have you ever done a computerized literature search before?*_____

TO BE FILLED IN BY LIBRARIAN

Search appointment: date_____ time_____ searcher_____

DATA BASES	SYSTEM	NO. OF MINUTES	NO. OF CITATIONS	PRINT CHARGES	TIME CHARGES	TOTAL CHARGES

SERVICE CHARGE (if applicable) _____

TOTAL CHARGE _____

Offline print received: date_____

Patron notified: date_____

time_____

Affiliation:

☐ UP faculty ☐ UP grad. student ☐ UP undergrad.

☐ Non-UP educational_____

☐ Non-UP commercial_____

TEXAS A&M UNIVERSITY LIBRARY

DATE
SEARCH#
CATEGORY

NAME _____ PHONE _____ DEPT _____

POSITION _____ ACCT.# _____ PROJ.# _____

Specify which data bases are to be searched.

Please write a brief description of your search topic.

List appropriate keywords. A keyword can be a subject term, an author, a numerical subject category, or other such retrieval term. Circle any concept group you wish to be excluded from the search.

CONCEPT GROUP I	CONCEPT GROUP II	CONCEPT GROUP III	CONCEPT GROUP IV

Limitations on search:

LANG _____ DATE _____ # OF CITATIONS _____

TIME _____ @ _____ TIME $ _____ NOTES:

_____ @ _____ PROC $ _____

_____ @ _____ OLP $ _____

_____ @ _____ TOT $ _____

_____ @ _____ OH $ _____

_____ @ _____

OLP _____ @ _____

_____ @ _____

_____ @ _____

_____ @ _____

_____ @ _____ HITS _____

PLEASE CIRCLE: N or F

AIRS
Automated Information Retrieval Service

PHONE # _____ DATE _____

NAME: _____

SUBJECT:

CATEGORY: 1 2 3 4 5 ITEMS: TOT.___

OLP.___

Enclosed are citations resulting from your search by the Automated Information Retrieval Service. We would appreciate your completing this evaluation form and returning it in the pre-addressed envelope. Thank you for this opportunity to be of service to you.

---

1. How many of the abstracts or citations in this report appear relevant to your needs?

   ___ALL ___ 3/4 ___1/2 ___1/4 ___LESS THAN 1/4 ___NONE

2. How many of the RELEVANT citations did you already know about?

   ___ALL ___3/4 ___1/2 ___1/4 ___LESS THAN 1/4 ___NONE

3. The relevant citations appear to be useful because they provide:

   a. general information on the subject _____

   b. information not requested, but of interest _____

   c. partial solution to the problem _____

   d. Other (specify)_____

4. The remaining citations were not useful because they:

   a. were too general _____

   b. lacked sufficient data, facts, etc. _____

   c. were not applicable to the problem _____

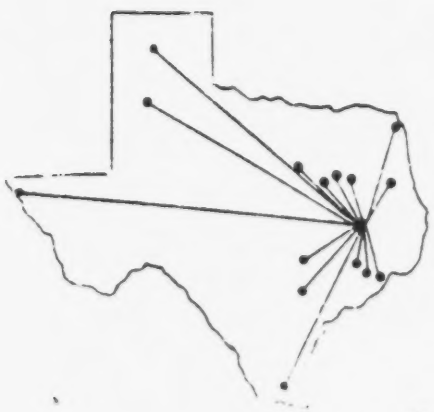
   d. Other (specify)_____

5. How much time would you estimate this service has saved you?

6. Was the online search procedure explained to you sufficiently by the search analyst?

7. Please add any comments you may care to make concerning this service.

LIBRARY RESOURCES for TAES STAFF



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What the TAMU Libraries can do for you:

(1) Provide computerized literature searching

-Nominal cost retrospective searches to bring you up to date
-Free monthly current awareness services to keep you up to date

A few of the available computer resources

CAB-Commonwealth Agricultural Bureaux (Herbage Abstracts, Animal Breeding Abstracts, and twenty-one more)1973-
AGRICOLA-Bibliography of Agriculture and other material from the National Agricultural Library, 1970-
BIOSIS-Biological Abstracts, 1969-
CHEMCON-Chemical Abstracts, 1967-
COMPENDEX-Engineering Index, 1970-
Plus over 125 other resources!

(2) Provide copies, articles, books, reports, and other research materials

-No-cost service for materials in the TAMU collections
-Nominal cost service for materials borrowed by the TAMU Libraries from other institutions

(3) Ready Reference Service

Factual information or other guide reference assistance will be provided by the staff in the Reference Division of the Libraries.

What you must do:

(1) For a computer search:

-Formulate a statement of the topic to be searched
-Develope a list of key search terms appropriate to the topic (i.e. words or phrases likely to be in the title of an article or that might be added by an indexer)
-Contact the library
Texas A&M University Libraries
Automated Information
Retrieval Service
College Station, Texas 77843
(713) 845-5741

(2) To obtain copies of references:

-Use special TAES Library Request Forms
-Provide as complete a citation to the desired reference as possible
-Send completed form to

Texas A&M University Libraries
Interlibrary Services
College Station, Texas 77843
Phone: (713) 845-5641

(3) To obtain reference help:
Call the Reference Division at
(713) 845-5741

What's in it for me?

The Automated Information Retrieval Service offers a wide range of on-line bibliographic and statistical data bases. All major fields of inquiry are represented in the data bases--from bromeliad propagation and culture to oil shale recovery research, from highway construction to bilingual education programs in Texas. Types of materials retrieved by the system range from technical reports and patent information to published articles and project descriptions for current research activities.

University Library
Texas A&M University
College Station, Texas 77843

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AUTOMATED INFORMATION RETRIEVAL SERVICE

THE UNIVERSITY LIBRARY'S COMPUTERIZED LITERATURE SEARCHING SERVICE

FOR MORE INFORMATION CALL
(713) 845-1051

What data bases are available?

NTIS--National Technical Information Service (government sponsored research reports)
CAIN--Cataloging & Indexing system of the National Agricultural Library
ERIC--Educational Resources Information Center
AIM/ARM--Vocational-Technical Education Materials
EC ERIC--Exceptional Children Abstracts
ABI/INFORM--Abstracted Business Information
CHEMCON--Chemical Abstracts Condensates (supplemented by CHEM 70/71)
GEOREF--American Geological Institute's Reference File
INSPEC--Science Abstracts (Physics, Electronics, Computers)
ISMEC--Mechanical Engineering/Engineering Management file of IEE & Inst. Mech. Eng.
SCISEARCH--Science Citation Index
SOCIAL SCISEARCH--Social Science Citation Index
CMA/EMA--Chemical Market Abstracts/Electronics Market Abstracts
MATRIX--News service on urban affairs and the environment
POLLUTION--Pollution Abstracts
LIBCON--Library of Congress cataloging information
COMPENDEX--Engineering Index
SSIE--Smithsonian Science Information Exchange (current & recently completed research projects)
F&S--Funk & Scott Index to Industries and Corporations
PREDICASTS--Statistical services dealing with wide range of U.S. business concerns
IFI MECH PATENTS--Mechanical patent information
CLAIMS--U.S. chemical and chemically related patents, 1950-present
P/E NEWS--Petroleum industry news file of American Petroleum Institute
SEARCH--Chemical marketing file of International Business Data, Inc.
ASI--American Statistics Index (U.S. government statistical publications)
CIS--Congressional Information Service (Index to congressional hearings)
BIOSIS--Biological Abstracts Previews
MEDLINE--National Library of Medicine's MEDLARS system on-line
PSYCHABS--Psychological Abstracts

How is information retrieved?
Through keywords or combinations of such words appearing in titles, in abstracts, or in a list of subject terms assigned by a human indexer. Items can also be recalled by author, by publication name, and by several other categories of information. In short, we are adaptable to your needs.

What will I get back?
You will receive a list of citations containing the combinations of keywords you have selected. Full bibliographic information will be included so that you can locate the items. In some cases an abstract will also be provided with the citation.

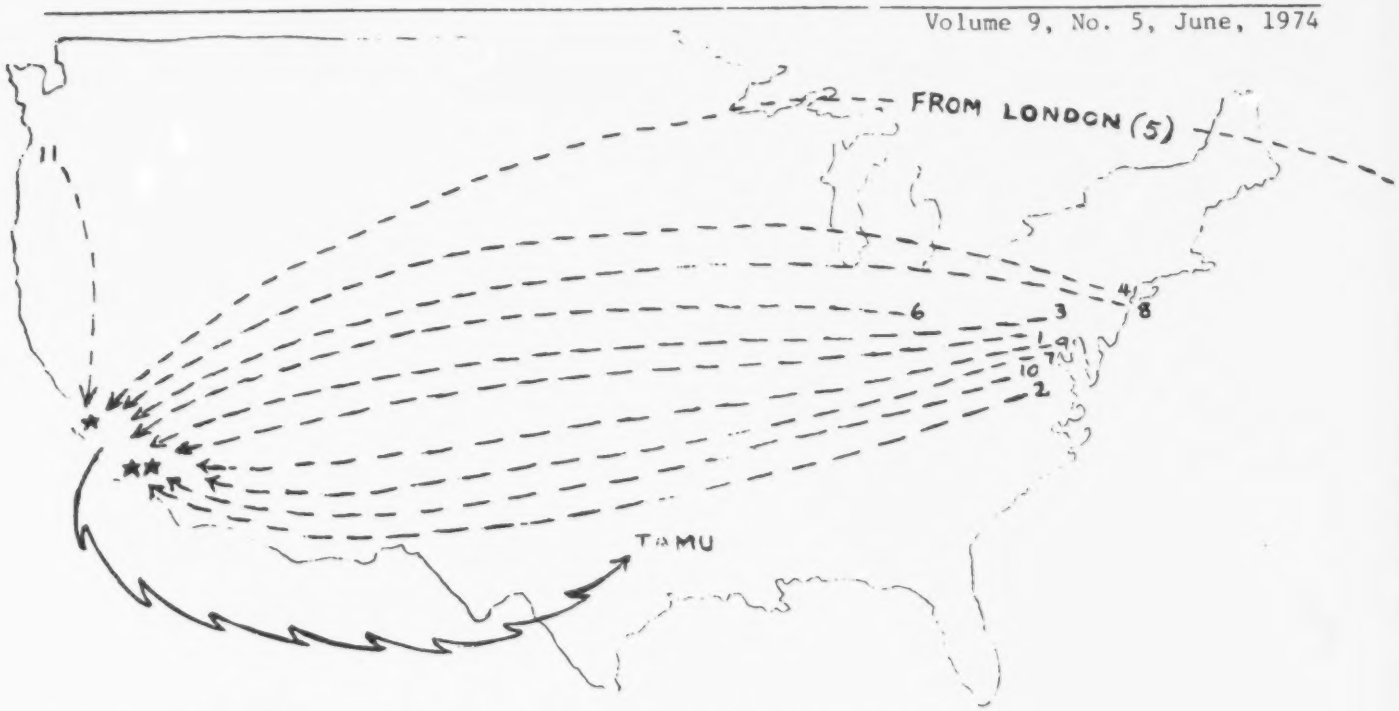
What will it cost me?
That's rather hard to pin down exactly since each data base has a different charge structure, but a rough average would be in the neighborhood of $15 to $30. For example, a 15-minute search of the National Technical Information Service--a moderately priced data base--in which 50 citations were printed would run $17.75, while the same kind of search on SCISEARCH--a higher priced data base--would run $39.00.

How do I initiate a search?
Simple call the University Library at 845-1051 and ask about the Automated Information Retrieval Service.

US ISSN 0040-4136

Library Notes - Texas A&M University

Volume 9, No. 5, June, 1974



Data Base Access Centers:
*Lockheed, Palo Alto, Calif.
**Systems Development Corp., Santa Monica, Calif.

Information Collecting Centers:
1. National Institute of Education, Wash., D. C.
2. National Tech. Info. Service, Springfield, Va.
3. National Agric. Library, Beltsville, Md.
4. Engineering Index, N. Y.
5. INSPEC (Science Abstracts), London
6. Chemical Abstracts, Columbus, Ohio
7. Psychological Abstracts, Wash., D. C.
8. Pandex/Transdex, N. Y.
9. Geological Reference File, Wash., D. C.
10. Exceptional Children Abstracts, Arlington, Va.
11. Abstracted Business Information, Portland, Ore.

THIS MAP SHOWS THE SOURCES OF BIBLIOGRAPHIC DATA BASES BEING MADE AVAILABLE BY SYSTEM DEVELOPMENT CORPORATION AND LOCKHEED RETRIEVAL SERVICE. TAMU RESEARCHERS HAVE ACCESS TO THESE DATA BASES THROUGH THE UNIVERSITY LIBRARY. (SEE PAGE 2.)

ALSO IN THIS ISSUE

Major Projects Commencing. . . . 3
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BIBLIOGRAPHIC DATA BASES IN THE LIBRARY

The University Library is testing automated literature searching services which, if successful, will ease for both faculty and students the task of reviewing the literature for major research projects. With funds provided by the University Research Council, the Library subscribed in April to sixteen on-line bibliographic data bases offered by two California companies--Systems Development Corporation and Lockheed Information Retrieval Service. The data bases are to be tested with questions representing, as far as possible, the wide range of research interests on the campus. Each academic dean has been asked to identify researchers in his college who are willing to submit problems requiring a literature search and to evaluate the results obtained from an automated search of selected data bases.

Like all bibliographic data retrieval systems, those provided by SDC and Lockheed retrieve citations based on the occurrence of words or word groups in those citations. These retrieval words can be either indexer-assigned keywords (descriptors and/or identifiers) or words appearing somewhere within the citation itself (in the title or the abstract, for example).

Searches are conducted on a computer terminal connected by means of telephone to the SDC or Lockheed computers. The system operator types the retrieval terms and the computer then responds with the number of citations containing those terms. These terms can then be combined by the Boolean logical operators AND, OR, and NOT in such a way that a full search statement can be broadened or narrowed to fit the researcher's particular needs.

After each combination of terms is made, the computer responds again with the number of citations which match that particular search statement. The operator can then request that the computer type out a sample of these items, and if satisfied with the results, can have the full set of citations (including abstracts when available) printed off-line and airmailed to the library. Usually the printed citations arrive at the library within three days after a search has been completed.

Presently the library has access to sixteen data bases in a wide range of subject areas. Briefly, they are:

NTIS. The complete Government Reports Announcements file from the National Technical Information Service. Over 400,000 abstracts of government research from over 240 agencies. The file dates back to 1963 and is updated every 2 weeks. It is growing at a rate of 60,000 abstracts per year.

INSPEC (Science Abstracts). Abstracts from the Institution of Electrical Engineers; it covers from 1969 to the present. INSPEC data bases include: PHYSICS ABSTRACTS--over 400,000 abstracts from 120 journals covering world-wide literature. ELECTRICAL AND ELECTRONICS ABSTRACTS--over 200,000 abstracts covering 300 subject areas encompassing electrical and electronic engineering. COMPUTERS AND CONTROL ABSTRACTS--over 100,000 abstracts embracing all areas of computers and control engineering.

COMPENDEX (Engineering Index). Over 200,000 citations and abstracts from 3,500 journals, publications of engineering organizations, and selected government reports and books; published world-wide. File growth is at a rate of 84,000 citations and abstracts per year.

PANDEX. The Macmillan Information Company's Current Index to Scientific and Technical Literature. Over 475,000 titles and bibliographic citations from some 2,400 journals.

TRANSDEX. Some 45,000 citations to document translations from the U.S. joint publications service (Macmillan Information Company).

ERIC. The complete file of educational materials from the Educational Resources Information Center of the National Institute of Education and other sources; it covers 1966 to the present with subfiles: RESEARCH IN EDUCATION (ED numbers), CURRENT INDEX TO JOURNALS IN EDUCATION (EJ numbers), EXCEPTIONAL CHILDREN ABSTRACTS, ABSTRACTS OF INSTRUCTIONAL MATERIALS (AIM/ARM), and other files (noncurrent).

PSYCHOLOGICAL ABSTRACTS. Over 125,000 abstracts of journal articles in psychology, dates from 1967. Issued by the American Psychological Association.

ABSTRACTED BUSINESS INFORMATION (ABI/INFORM). More than 14,000 abstracts from business and financial journals in areas of marketing, finance and economics, with coverage from 1971 to the present.

NAL/CAIN. The complete BIBLIOGRAPHY OF AGRICULTURE file from the National Agricultural Library, including the contents of the NAL catalog as well. Over 450,000 citations of agriculture related material. File growth is at a rate of 140,000 citations per year. File coverage is from 1970 to the present and includes the recently added Food and Nutrition file.

CHEMCON (Chemical Abstracts). A data base produced by the Chemical Abstracts Service of the American Chemical Society from its weekly Chemical Abstracts Condensates. Currently the file covers 1972 to the present; expansion to cover from 1970 to the present is planned for the near future.

GEO-REF. The Geological Reference file produced by the American Geological Institute provides world-wide coverage of the geosciences literature in 21 different fields ranging from areal geology and geochemistry to paleobotany and stratigraphy. The data base covers approximately 3,000 journals and includes additional coverage of conferences and symposia and major monographs.

By mid-May over two dozen searches had been performed at a mean cost of between $25 and $35 (median $25.13). So far very little formal feedback has come in on the efficiency of the service, but initial response has been enthusiastic and most gratifying. Hopefully, the service will prove a valuable adjunct to other library services and will continue on a cost recovery basis once the test period ends.

For more information concerning this new service call C. J. Davis (5-6111) or Charles Gilreath (5-1051).

Charles Gilreath

MAJOR PROJECTS COMMENCING

The University Library becomes an ever busier place each academic year, but things will be stirring this summer at a special pace. In addition to the normally busy demands stemming from coursework, research, and extension, the Library will be the scene of two major facilities projects and the resulting shifts of materials.

The extensive renovation of the old Cushing Building--which housed the library for more than three decades--combined with the installation of considerable shelving in the University Library proper are scheduled for completion by late summer. The renovation project was commenced May 20. Final details concerning the installation of additional shelving on the first floor and elsewhere were being worked out at presstime.

University Archives will occupy the first floor of the Cushing Building upon completion of the renovation project. The Bindery and Financial Sections will have vastly improved work areas in the basement, as they reoccupy that area. A new passage between the second floor of the University Library Building and the second floor of Cushing will be opened to provide access to the Remote Computing Center (RCC). Also, the newspaper reading area is to be relocated to the lobby outside of the RCC.

The additional shelving on the first floor of the University Library Building will allow the creation of a Humanities Division. The Basic Collection is being integrated into the total collection. The new division will include materials in the Library of Congress Classifications "M," "N," and "P." The Basic Collection staff headed by Charles Smith will assume new titles as the divisional staff for Humanities.

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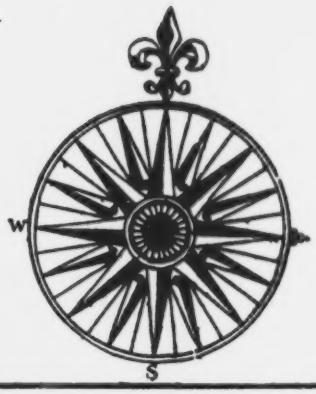
Cornell University



COMPASS

COMPUTER-ASSISTED SEARCH SERVICE

CORNELL UNIVERSITY LIBRARIES ITHACA, NEW YORK

WHAT IS COMPASS?

COMPASS is a computer-based information retrieval service offered to students, faculty and staff by the Cornell University Libraries.

HOW CAN COMPASS BE USED?

COMPASS can help you:

--keep up with developments in your research field
--gather material for an article or term paper
--compile a reading list for a course or seminar
--prepare a grant, research or thesis proposal
--avoid duplication of previous research
--review the state of the art on a particular topic
--acquire market and economic information on a product or industry
--identify and locate experts in a subject field

HOW IS A SEARCH PERFORMED?

When you request a search, the librarian will discuss with you your research topic and the suitability of using COMPASS. After a search strategy is formulated and the appropriate data base(s) selected, the librarian enters the terms that describe your topic at the computer terminal. The computer responds immediately with the number of relevant articles or sources of information. Items from this selected group are then displayed at the terminal, evaluated by you and the librarian, and used to modify the search strategy so that it will retrieve the information of most interest to you.

The results of the search are usually printed at the computer facility in New York or California and received by mail within 2-5 days.

WHAT DOES IT COST?

COMPASS operates on a fee-for-use basis. You pay for the off-line print charges and share the cost of the computer time with the Cornell University Libraries. Fees begin at $5.00; the amount depends on the scope and complexity of the topic, the number and type of data bases accessed, and the length of the print-out.

WHAT ADVANTAGES DOES COMPASS OFFER?

Many of the data bases available for searching by computer have a printed equivalent with which the library user may be familiar, such as Psychological Abstracts, Chemical Abstracts, or the F&S Indexes. Using COMPASS not only saves you time but has other advantages over searching these indexes or abstracts manually:

COMPREHENSIVENESS
--searches document titles and abstracts, not just subject headings
--retrieves peripheral as well as core documents

PRECISION
--searches for specific terms, phrases or names
--limits the search by language, country, age group or type of document

EFFICIENCY
-- coordinates complex groups of concepts that may be needed to define your topic
--results in a printed bibliography, usually including abstracts

CURRENCY
--locates newly coined terms which are not yet used in the printed index
--searches data base updates before they appear in printed form

HOW IS A SEARCH INITIATED?

If you wish more information about COMPASS or if you would like a demonstration or a search, call or visit the reference department in one of the libraries below. Most searches are done on an appointment basis.

MANN LIBRARY 256-7754 OLIN LIBRARY 256-4009

ILR LIBRARY 256-2277 ENGINEERING LIBRARY 256-4318

DATA BASES: LIFE AND PHYSICAL SCIENCES

DATA BASE	PRICE	CORRESPONDING PRINTED SOURCE	ABSTRACTS	SUBJECT COVERAGE
AGRICOLA (1970-)	*	Bibliography of Agriculture	no	Agriculture and related life and social sciences
BIOSIS (1970-)	*	Biological Abstracts Bioresearch Index	no	Life Sciences
CA CONDENSATES (1970-)	**	Chemical Abstracts	no	Chemistry
CAB (1973-)	***	Nutrition Abstracts, Index Veterinarius, Review of Plant Pathology, & others	yes	Agriculture and applied biology
COMPENDEX (1970-)	***	Engineering Index	yes	Engineering
CRIS (1974-)	**	none	yes	Current research in agriculture
ENERGY (1967-)	*	Energy Research Abstracts & other DOE material	yes	Energy and nuclear science research
FSTA (1969-)	***	Food Science and Technology Abstracts	yes	Food science and technology
INSPEC (1969-)	*	Physics Abstracts, Electrical & Electronics Abstracts, Computer & Control Abstracts	yes	Physics, electrotechnology, computer science
ISMEC (1973-)	***	Information Service in Mechanical Engineering Bulletin	yes	Mechanical engineering
MEDLARS (1966-)	*	Index Medicus	no	Biomedicine
NTIS (1964-)	*	Government Reports Announcements & Index	yes	Science, technology, social sciences
SCISEARCH (1974-)	**	Science Citation Index	no	Pure and applied sciences
SPIN (1975-)	**	Current Physics Index	yes	Physics
SSIE (last 2 years)	**	Notice of Research Project	yes	Current research in all subject areas
POLLUTION (1970-)	**	Pollution Abstracts	yes	Pollution-related topics
WORLD TEXTILES (1970-)	***	World Textile Abstracts	yes	Textiles and related materials

DATA BASES: SOCIAL SCIENCES AND HUMANITIES

DATA BASE	PRICE	CORRESPONDING PRINTED SOURCE	ABSTRACTS	SUBJECT COVERAGE
AMERICA: HISTORY & LIFE (1964-)	**	America: History & Life	yes	U.S. & Canadian history, area studies, current affairs
ART MODERN (1974-)	**	ARTbibliographies MODERN	yes	Art & design since 1800
DISSERTATION ABS (1861-)	*	Dissertation Abstracts International	no	Doctoral dissertations in all subject areas
ERIC (1966-)	*	Current Index to Journals in Education, Resources in Educ.	yes	Education and related topics
F&S INDEXES (1972-)	**	F&S Index of Corporations and Industries, F&S International	no	Industries, corporations products
HISTORICAL ABS (1973-)	**	Historical Abstracts	yes	World history (1450-present) excluding U.S.
INFORM (1971-)	**	none	yes	Business and public administration
LABORDOC (1965-)	**	International Labour Documentation	yes	Economic & social development, industrial relations
LLBA (1973-)	**	Language and Language Behavior	yes	Nature and use of language
MANAGEMENT (1974-)	**	none	yes	Management and public administration
MARKET ABS (1972-)	**	Predicasts Overview of Markets and Technology	yes	Production & market data for industry & agriculture
PAIS (1976-)	**	Public Affairs Information Service Bulletin	no	Economic & social conditions, international relations
PSYCHOLOGICAL ABS (1967-)	*	Psychological Abstracts	yes	Psychology & related topics
SSCI (1972-)	**	Social Sciences Citation Index	no	Social & behavioral sciences
SOCIOLOGICAL ABS (1963-)	**	Sociological Abstracts	yes	Sociology & related disciplines
USPSD (1975-)	**	United States Political Science Documents	yes	Political science

* $5-$7
** $8-$15
*** $16-

Base fee for an average search. There is an additional per-minute charge for lengthy searches. In addition, user pays all off-line printing charges.

Note:

The National Library of Medicine has over 1,000 individual centers that provide online services. Each of these centers establishes its own charges to users, based partially on NLM's charges to the centers. Walk-in users at NLM are charged $4.00 per search by Reference, according to James Barry, Deputy Associate Director, Library Operations.

NATIONAL LIBRARY of MEDICINE

FACT SHEET

Bethesda, Maryland 20209 November 1979

NLM ONLINE SERVICES PROGRAM POLICY STATEMENT

Minor modifications in the mail 3/80

Consistent with its legislative mandate and recommendations of the Board of Regents, the National Library of Medicine (NLM) is committed to the development and operation of a domestic online services network. The objectives of the network are to provide:

- Rapid and efficient delivery of bibliographic and other literature-based information.
- Cost effective online services complemented by efficient document delivery through participating members.
- Equal network access, to the extent practicable, while serving the basic purpose of support to health services delivery, education, and research.

I. Service Policies

A. General

The NLM exercises overall management and provides supporting services such as training and assistance to users. The Regional Medical Libraries (RML) plan and support online and network services in their regions.

B. Qualified Users

Qualified institutional users include:

1. Regional Medical Libraries and Resource Libraries.

2. Hospitals and institutions with health-science education and training programs.

3. Health-related research organizations, government agencies, universities, and library and information science schools.

4. Other organizations with health-related needs that can be accommodated within the system's capacity.

Individuals are encouraged to use the system through established institutional centers, but may apply for access codes in unusual cases.

In the case of an overload of the system, service may be limited and the addition of new users suspended by NLM management.

C. Responsibilities of Members

1. Online centers agree to send at least one individual for training in the use of NLM's online system. NLM reserves the right to waive training for qualified individuals who demonstrate significant online experience or on-the-job training.

2. Service costs may be passed on to the individual requester. Where charges are imposed, they must clearly distinguish that portion which is a result of NLM connect-hour and page costs from the charges levied by the network participants.

II. Prices

Consistent with the National Library of Medicine Act, the Board of Regents has established a domestic pricing policy permitting NLM to recover costs associated with the direct provision of services. Such costs include communications, back-up computer services, and the use fees for data bases from other organizations. The Board of Regents has delegated to the Director of the National Library of Medicine the authority to set prices at the level required to ensure effective and efficient management of the system. To the extent practicable, such costs recovered from member institutions will be independent of their geographic location.

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DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE • Public Health Service • National Institutes of Health

ONLINE SEARCH MANUAL / ONLINE SEARCH GROUP

THE ROBERT W. WOODRUFF LIBRARY
EMORY UNIVERSITY
ATLANTA

nihil obstat
imprimatur
26 July 79

038

ONLINE SEARCH MANUAL

This ONLINE SEARCH MANUAL for the Online Search Group within The Robert W. Woodruff Library comprises the policies covering online search as of July 26, 1979. These policies are provisional and subject to change. It nevertheless appears useful to have a point of ready reference to enable searchers to be consistent in search procedures.

CONTENTS

A. COMMUNICATION	p.	2
B. PROFICIENCY IN SEARCHING		3
C. FEES		4
D. BILLING AND TRANSFER OF FUNDS		5
E. REPORTING		6
F. PROBLEMS		7

Suggestions for revision of this Manual will be most welcome. Please write them down and give them to me.

Jerry J. Donovan
Coordinator, Online Search

July 26, 1979

SECTION A: COMMUNICATION

All important communication among members of the Online Search Group (OSG) should be written. Messages not written are more subject to not being remembered, and accordingly, unwritten communication cannot be considered "official," nor can the recipient be accountable for them, necessarily.

Internal communication: members of OSG who have information they feel should be disseminated among the Group should give the message to the Coordinator who will distribute it, keeping a copy for reference in the files.

External communication: any communication affecting the OSG as a whole, or a significant portion of the Group, should be originated by the Coordinator. In the absence of the Coordinator, if OSG members feel compelled to originate communication (e.g., with database vendors, organizers of professional activities, etc.) the communication should be in writing (or summarized in writing, and dated) with a copy to the Coordinator to keep in the files. The object of this policy is two-fold: the Coordinator, in order to coordinate, must be aware of all factors which affect the OSG; and secondly, broad requests can be consolidated into one effort rather than having several people writing for, or otherwise requesting, materials or services.

The Coordinator welcomes suggestions for the improvement of the online work scene and has a limited amount of clerical assistance to relieve searchers of time-consuming typing and clerical problems.

SECTION B: PROFICIENCY IN SEARCHING

The OSG policy is to encourage members to seek training for their own proficiency in search by the use of the avenues for learning they feel are most effective for themselves.

Training sessions which involve travel and/or other expenses should be handled by a regular-way request for approval to the relevant Department Head with notification of intent to attend to the Coordinator to keep in the files.

It being the responsibility of the searcher to learn the various components of successful searching, it is, at the same time, the responsibility of the Coordinator to try to create an atmosphere in which the learning can occur. It appears well documented that the following elements are necessary for learning proficiency in online search:

Availability of equipment and instructional materials.
Elementary training by systems vendors.
Online practice time.
A forum consisting of search peer group in which to discuss common concerns.

It is essential to develop a relaxed, self-possessed attitude in the performance of online search. This comes only with practice, both in plotting search strategy and in adequate online practice. The policy of the OSG is that searchers are entitled to a reasonable amount of practice time online. Two significant kinds of practice opportunities are offered by vendors: free time when new databases are introduced, and the ONTAP database on DIALOG. In addition to this, searchers are encouraged to practice whenever they feel the time would be well spent to enhance their ability to search in behalf of the library clientele.

SECTION C: FEES

There are three bases for fees:

Subsidized (for eligible students,faculty, and staff)
Non-subsidized
150% of total cost

Eligible students, faculty, and staff are those not charging the fee to a research grant or otherwise employing an internal transfer of funds. (Any fee transferred is automatically non-subsidized: we do not transfer funds for subsidized searches.) Eligible students are those enrolled at Emory.

Non-subsidized searches are those done for students, faculty, or staff who wish to transfer funds to cover the cost; or searches done for persons who are friends of Emory by dint of a clearly identifiable connection (e.g., alumni, Members of the Board of Visitors, Trustees, etc.), but who are not enrolled at Emory or employed here.

Searches billed at 150% of total cost are for persons or organizations outside Emory. Such searches should be called to the attention of the Coordinator of Online Search in order that records can be kept of the potential usefulness of the contact to Emory. The Coordinator forwards names of such clients to the Director of Libraries for his possible interest.

All fees should be reckoned on the forms provided, with careful attention being paid to collection not only of the money involved, but also the statistical information requested for records analysis.

See memoranda of April 26, 1979 and April 29, 1979 for fee schedules. 150% of total cost is defined as 150% of the total amount billed at the end of online searches (including prints) or 150% of the total of the online plus offline costs (in the case of BRS). (Memos of 4-26-79 and 4-28-79 follow: pp. 4a and 4b)

26 April 79

TO: Online Search Group

FROM: Jerry J. Donovan, Coordinator

RE: Charges for Online Searching

APPLICABLE DATA BASE SYSTEMS:

BRS
DIALOG*
ORBIT*

BASIC CHARGE:

15 minutes or less, actual charge or $5, whichever is less.

EXTENDED CHARGE:

More than 15 minutes, to be reckoned on actual time in excess of 15 minutes multiplied by the per minute per data base rate on Charge Table (q.v.) added to $5 maximum charge for first 15 minutes of search.

OFFLINE PRINTS:

10¢ each except where otherwise stated on Charge Table (q.v.).

SEARCHOFF SEARCHES:

"Searchoff" searches on BRS cannot be reckoned until the morning after the search is originated. If the patron rejects this time frame, switch to the DIALOG system and proceed regular way for data bases involved. "Searchoff" billing consists of three elements: online time to establish strategy; $1.00 for search offline; and 10¢ per citation (regardless of number of pages generated which is ignored in billing patron).

* See Charge Table for data bases whose hourly rate for connect time exceeds $89: these data bases have a Basic Charge of $10 for the first 15 minutes and a per minute rate for more than 15 minutes as stated in the table. Online/offline prints vary as stated in the table.

28 April 79

TO: ONLINE SEARCH GROUP
FROM: JERRY J. DONOVAN, COORDINATOR
RE: EXTENDED CHARGES, BRS SEARCHING

CHARGE TABLE
BRS EXTENDED CHARGE RATE
BRS OFFLINE PRINT CHARGE

Database	BRS Label	Extended Charge[1] Online Hour	Minute	Offline Print Charge
Agricola	CAIN	25.	.40	.10 per print is the standard charge for citations printed off-line. One exception appears below:
Biosis Previews	BIOL	40.	.65	
CA Search/CA Condensates	CHEM	40.	.65	
Dissertation Abstracts	DISS	35.	.60	
Drug Information/Alcohol Abuse	DRUG	30.	.50	
Environmental Impact Statements	EIST	25.	.40	.50
ERIC	ERIC	25.	.40	
Exceptional Child Educ. Resources	ECER	25.	.40	
Inform	INFO	60.	1.00	
Inspec	INSP	45.	.75	
Management Contents	MGMT	50.	.80	
Medlars	MESH	25.	.40	
Medoc	MDOC	30.	.50	
Natl. Instr. Materials Center	NIMI	25.	.40	
Natl. Tech. Information Center	NTIS	30.	.50	
Pharmaceutical News Index	PHIA	65.	1.10	
Pollution Abstracts	POLL	60.	1.00	
Psychological Abstracts	PSYC	55.	.90	
Social Sciences Citation Index	SSCI	60.	1.00	

[1] Extended Charge rates include database royalties, where applicable, and the Telenet communication charge of 5.00 per hour.

SECTION D: BILLING AND TRANSFER OF FUNDS

New billing forms for cash transactions (i.e., paid for in cash or by check) are in process, this date, and should be available for use in August. These incorporate not only the information relevant to the search itself, but also information about class of user appearing on the Search Request Form.

Transfer of funds is accomplished by use of a stacked carbon form provided by the Treasurer's Office. Complete the form and send it to the Coordinator.

Examples of these three forms follow: see pp. 5a, 5b, and 5c.

GENERAL LIBRARIES

EMORY UNIVERSITY

REQUEST FOR COMPUTER SEARCH

Name:_____ Date:_____

Address:_____ Phone:_____

Search Status: Fac.__ Gr.__ U/Gr.__ Ref.__ Demo.__ Prac.__ Other__
System: BRS__ DIALOG__ ORBIT__ DTIR__ NYT__ OTHER__ Database:_____

Short title for your research topic:_____

_____

Please give a narrative description of the subject you wish to have searched. Be specific, and, at the end of the statement, define words or phrases with technical meanings. Please list in the space provided below, and on added pages if necessary, closely related terms, synonyms, and alternative spellings you wish included. Also please note terms which should be excluded.

Descriptive statement:_____

_____

_____

_____

_____

Additional terms to include (e.g., related, synonymous):

_____

_____

_____

Terms to exclude:

_____

_____

_____

Authors to include:

_____

_____

Citations you already have:

_____

_____

Limitations:

Geographical areas:_____ Years (before/after):_____

Language: English only [ ] State other:

NOTICE: WHILE SEARCHES ARE FORMULATED AND CONDUCTED WITH CARE, NO GUARANTEE OF COMPLETENESS OR ACCURACY IS MADE. LIKEWISE, DATA BASES AND COMPUTER PROGRAMS MAY CONTAIN ERRORS.

GENERAL LIBRARIES
EMORY UNIVERSITY
ON-LINE SEARCH SERVICE

Invoice

Name:_____ Date:_____

Address:_____ Phone:_____

Search Status: Fac.__ Gr.__ U/Gr.__ Ref.__ Pers.__ Prac.__ Other:_____

System: BRS__ DIALOG__ ORBIT__ DATA__ NYT__ OTHER_____ Database:_____

Time:		Charges:		Remarks:
Log out	_____	Basic (includes subsidy)	$_____	_____
Log in	_____	Additional ___ @ ___	$_____	_____
Connect time	_____	Offline prints ___ @ ___	$_____	_____
		TOTAL	$_____	_____

Date paid:_____ Check___ Cash___ Transfer no. _____

Searcher name:_____

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FORM FOR TRANSFER OF FUNDS

EMORY UNIVERSITY
CONTROLLER'S OFFICE
INTER-DEPARTMENTAL CHARGES AND TRANSFERS

Description of Material or Services or Details of Transfer:

SAMPLE TRANSACTION

Online search		
Psychological abstracts	File 11	38.93
ABI/INFORM	File 75	41.23
		80.16

John Kenneth Galbraith — 009
Name of Person Ordering or Requesting Services — Tele Ext. No.

Jerry J. Donovan — 6875 — 31 June 78 — JJ
Full Name of Person Preparing Charge — Tele Ext No — Date — Initials — Other Approval if Necessary

Please Charge the Graduate School of Business — Account No. 444-59
Dept. School Division, etc

Please Credit the GLIN Woodruff Library — Account No. 08219
Dept School Division etc

The Total Amount of $ 80.16

Controller's Office Use Only

J E NO 577 Supplemental Support Filed ____ Co. Approval ____ Transaction Number ____

White Copy - To Controller's Office Support File
Canary Copy - To Controller's Office - Ledger Sheet Support for Charge No
Pink Copy - To Controller's Office Ledger Sheet Support for Credit No
Golden Rod Copy Departmental Record Copy

SECTION E: REPORTING

Newly revised forms for reporting search activity by month will be distributed for use in reporting July 1979 activity. See pp. 6a, 6b, 6c.

One report form is to be used each month for each database system used (BRS, DIALOG, ORBIT). If you use a system, make up a form for it (do not collapse two systems on to one form).

Monthly reports from each searcher are due the third working day of each month. One copy goes to the relevant Department Head, one copy to the Coordinator of Online Search, and one copy should be kept by the searcher.

Monthly billings from database vendors will be distributed to searchers as promptly as possible, at which time searchers should reconcile the vendor bill with his/her records of searches for that month. The bills should be initialed as OK to pay and returned to the Coordinator, Online Search.

ONLINE SEARCH GROUP
MONTHLY REPORT: BRS
MONTH: _____

B R S

DATE: _____

SEARCHER: _____

DATABASE	CATEGORY OF USER: FAC.	GRAD.	U/GR.	REF.	I.L.L.	DEMO.	PRAC.	OTHER	TOTAL
AGLL									
BIOL									
BOOK									
CAIN									
CROS									
CHEM									
DRUG									
DISS									
LIST									
ERIC									
ECER									
INFO									
INSP									
SSCI									
SSBF									
MDOC									
MESH									
MGMT									
NIMI									
NTIS									
PNIA									
POLL									
PSYC									
TOTAL BRS									

ONLINE SEARCH GROUP
MONTHLY REPORT: DIALOG
MONTH: _____

DIALOG

DATE: _____

SEARCHER: _____

	CATEGORY OF USER								
DATABASE	FAC.	GRAD.	U/GR.	REF.	I.L.L.	DEMO.	PRAC.	OTHER	TOTAL
TOTAL									

ONLINE SEARCH GROUP
MONTHLY REPORT: ORBIT
MONTH: _____

ORBIT

DATE: _____

SEARCHER: _____

	CATEGORY OF USER								
DATABASE	FAC.	GRAD.	U/GR.	REF.	I.L.L.	DEMO.	PRAC.	OTHER	TOTAL
TOTAL									

SECTION F: PROBLEMS

If you have problems online, call the customer services number provided by the vendor. If the problem and the solution (or frustration) appear interesting make a note of it to discuss in OSG meetings.

The procedure for claiming time due us because of problems online is to give the printout to the Coordinator with an explanation of what happened. The Coordinator will write the vendor and claim the credit, after which the disposition of the claim will be forwarded to the searcher along with his/her printout.

Other problems: the Coordinator stands ready to try to help with any other problems you may have relating to online search. Please feel free to bring up any matter which gives you concern, even if it seems trivial-- a pattern of various trivia may provide valuable insights into the operation at large (also, poor ideas often lead to really good ones).

The Robert W. Woodruff Library for Advanced Studies

EMORY UNIVERSITY
ATLANTA GEORGIA 30322

Office of the Director

MEMORANDUM

TO: ALL STAFF

FROM: HERBERT F. JOHNSON
DIRECTOR OF LIBRARIES

SUBJECT: APPOINTMENT OF COORDINATOR, ONLINE SEARCHING

DATE: APRIL 13, 1979

I have appointed Jerry J. Donovan as Coordinator, Online Searching, for the General Libraries, effective immediately. This assignment is intended to focus authority and responsibility for supervision, promotion and monitoring of online bibliographic searching. As Coordinator, Jerry will have responsibility to oversee searching operations across reference departmental lines. He will report directly to Paul Cousins, Associate Director, and will attend Library Council meetings on a regular basis.

Without a specific departmental staff he will be dependent on support from people in reference departments. With responsibility for the supervision of online searching, he will be coordinating his supervisory activities closely with Reference Department Heads.

This appointment should help focus our efforts to make online searching a regular part of all reference activity in support of user needs. Coordination of the promotion of online searching and the monitoring of its effectiveness and costs will give us a more unified picture of this service area.

We will review this arrangement after a new Head of Humanities and Social Sciences Reference has been of the job for a period of time. Jerry Donovan will continue to carry his reference librarian responsibilities as in the past.

HFJ:jg

cc: Dean Charles T. Lester

ONLINE SEARCH GROUP
MONTHLY SUMMARY REPORT

DATE: _____
MONTH: _____

SYSTEM	NUMBER SEARCHES	CONNECT TIME	AVERAGE TIME/SEARCH
BRS	_____	_____	_____
DIALOG	_____	_____	_____
ORBIT	_____	_____	_____
OTHER:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL	_____	_____	_____

CATEGORY OF CLIENT

FACULTY	_____
GRADUATE STUDENT	_____
UNDERGRADUATE STUDENT	_____
REFERENCE	_____
DEMONSTRATION	_____
PRACTICE	_____
OTHER:	
_____	_____
_____	_____
TOTAL	_____

ADINFO

FACULTY MEMORANDUM #1 (September 1, 1979)

INTERACTIVE ONLINE DATABASE AND DATABANK SEARCHING

Interactive online database and databank search services, now available at The Robert W. Woodruff Library, have demonstrated vigorous, rapid growth around the world among users in business/management and economics fields in recent years. Their proven value to decision-makers is increasingly apparent.

Computer-assisted information searches take a fraction of the time of a manual search, and are only half as expensive;

Users can be confident that important citations have not been omitted;

Bibliographic databases are normally more comprehensive, more fully indexed and more current than printed bibliographic tools;

Interactive, machine-aided searches can be expanded, narrowed or redirected instantly and easily as the search progresses;

Terms, concepts and strategies can be combined in ways that are extremely difficult or even impossible in a manual search;

Single searches can cover both current and past literature.

To obtain an online search, contact a Reference Librarian on the Main Floor of Woodruff Library: we offer assistance with interactive search of online databases and databanks (i.e., bibliographic as well as numeric) covering a comprehensive selection of business and economic fields. Coverage includes:

- ABI/INFORM (Data Courier, Inc.)
- CHEMICAL INDUSTRY NOTES (American Chemical Society)
- DISCLOSURE (Disclosure, Inc.)
- ECONOMICS ABSTRACTS INTERNATIONAL (Dutch Ministry of Economic Affairs)
- EIS INDUSTRIAL PLANTS (Economic Information Systems, Inc.)
- EIS NON-MANUFACTURING ESTABLISHMENTS (Economic Information Systems, Inc.)
- FROST & SULLIVAN CM^2 (Frost & Sullivan)
- MANAGEMENT CONTENTS (Management Contents, Inc.)
- PREDICAST: all PTS services (Predicasts, Inc.)

We invite you to take advantage of the online search capabilities at the Woodruff Library. Come by the Reference Desk on the Main Floor to discuss possible applications of online search to your interests and learn about the University subsidized fee schedule for the service.

COMPUTERIZED BIBLIOGRAPHIC DATA BASE SEARCHING

NOW AVAILABLE IN THE ROBERT W. WOODRUFF LIBRARY

The Robert W. Woodruff Library now has available computerized searching of a number of bibliographic data bases in areas of the sciences, social sciences, humanities and business. Through the use of a terminal, on-line and interactive computer searching of such indexes as BIOLOGICAL ABSTRACTS, AMERICA: HISTORY AND LIFE, and ERIC is possible.

To make use of the service, the researcher discusses the project with one of the Woodruff reference librarians trained in search procedures. If a computer search seems appropriate, a search strategy is formulated by the librarian, in consultation with the researcher as required, and then implemented on the computer terminal. If relevant citations result from the search, they are normally printed off-line in the California computer center and mailed to Emory.

Computer searching is usually more rapid than manual searching of the same index in its printed form. It is often possible to search using a combination of terms and emphases that would be difficult to handle manually. In addition, some data bases are not available in printed form.

As the computer services are provided by commerical vendors, there is a charge for their use. This service is being subsidized by the library to keep the charges as low as possible.

Service is available in the General Reference Department and in the Science Reference Department by appointment Monday through Friday. Information concerning specific data base coverages and prices is available in the department serving the subject area of the proposed search.

On-line data base searching is also available in the Medical Library. For information consult the Reference Services Department in the Medical Library.